



## FSSNet Version 5

 **Food User** 



## Guide



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: <https://www.envhealth.scot.nhs.uk>



FOOD  
STANDARDS  
AGENCY


<http://www.food.gov.uk>



Health  
Protection  
Scotland

<http://www.hps.scot.nhs.uk>



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# **INTRODUCTION**

## **Background**

The surveillance system involves local councils feeding sampling data to the frontline laboratories that in turn after analysis will upload all sampling and analysis data into the central database held and managed at HPS (Health Protection Scotland). The central database is accessed through a secure web server allowing different levels of access by contributing councils, laboratories and the Food Standards Agency.

## **Sample Data**

Data gathering by EHOs/TSOs will be conducted in the field and entered into the network application along with sample identifiers. Samples will be identified and submitted to an associated public analyst or NHSS laboratory. All laboratories participating in this system will be UKAS accredited and on the EU Official List for food law enforcement.

## **Sample Analysis**

The laboratories will perform the appropriate analysis/examination and enter the results in to their local database system. The public analyst laboratories are using a dedicated laboratory information management system and the NHS laboratories are using heterogeneous systems.

Data will be extracted from the network application into the corresponding laboratory database. The data will be cleansed and normalised prior to uploading into the Centralised Food Analysis Database (CFAD) maintained at HPS.

## **Data Abstraction and Reporting**

The individual council's surveillance and analysis data will be available for querying using the network application. Comparisons across the country can be undertaken by controlled access to the CFAD by local councils, public analysts, NHS laboratories and the FSA. This will provide controlled access to the CFAD by local Councils, Public Analysts, NHSS laboratories and the FSA. The database may be queried and reports obtained using an authorised Internet connection to the web server. The FSS UK Website address is <https://www.envhealth.scot.nhs.uk>

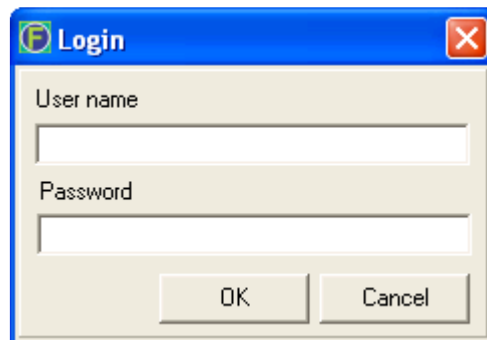
# USING THE FOOD SURVEILLANCE SYSTEM

## Starting the application

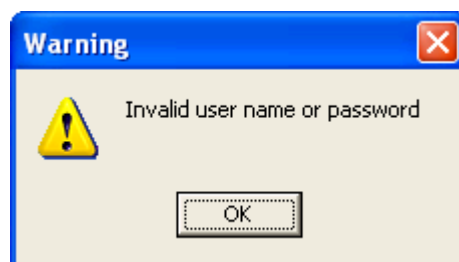
To open the application double click the FSS icon on your desktop



After running the program you will see the following security login screen.



You will need to enter a valid **Username** and **Password** to continue running the application, otherwise the following warning message will be displayed.



After entering a valid **User name** and **Password**, you will see the application introduction screen.

**Food Surveillance System**

**FSS** UK

**Surveillance System**

*Sample entry system*

**Helpline:**  
0141 300 1946

**Project links:**  
Web site: <https://www.envhealth.scot.nhs.uk>  
General enquiries: [foodinfo@hps.scot.nhs.uk](mailto:foodinfo@hps.scot.nhs.uk)  
Web enquiries: [webadmin@hps.scot.nhs.uk](mailto:webadmin@hps.scot.nhs.uk)  
HPS website: <http://www.hps.scot.nhs.uk>  
Video Screencasts: <https://www.envhealth.scot.nhs.uk/User/Main/Video.aspx>

Version 5.

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1 Main Street, Cumbernauld.  
Telephone 01236 733726  
[www.maclarenwest.co.uk](http://www.maclarenwest.co.uk)

☒ Food ☐ Animal feed

Connection: 1. Live

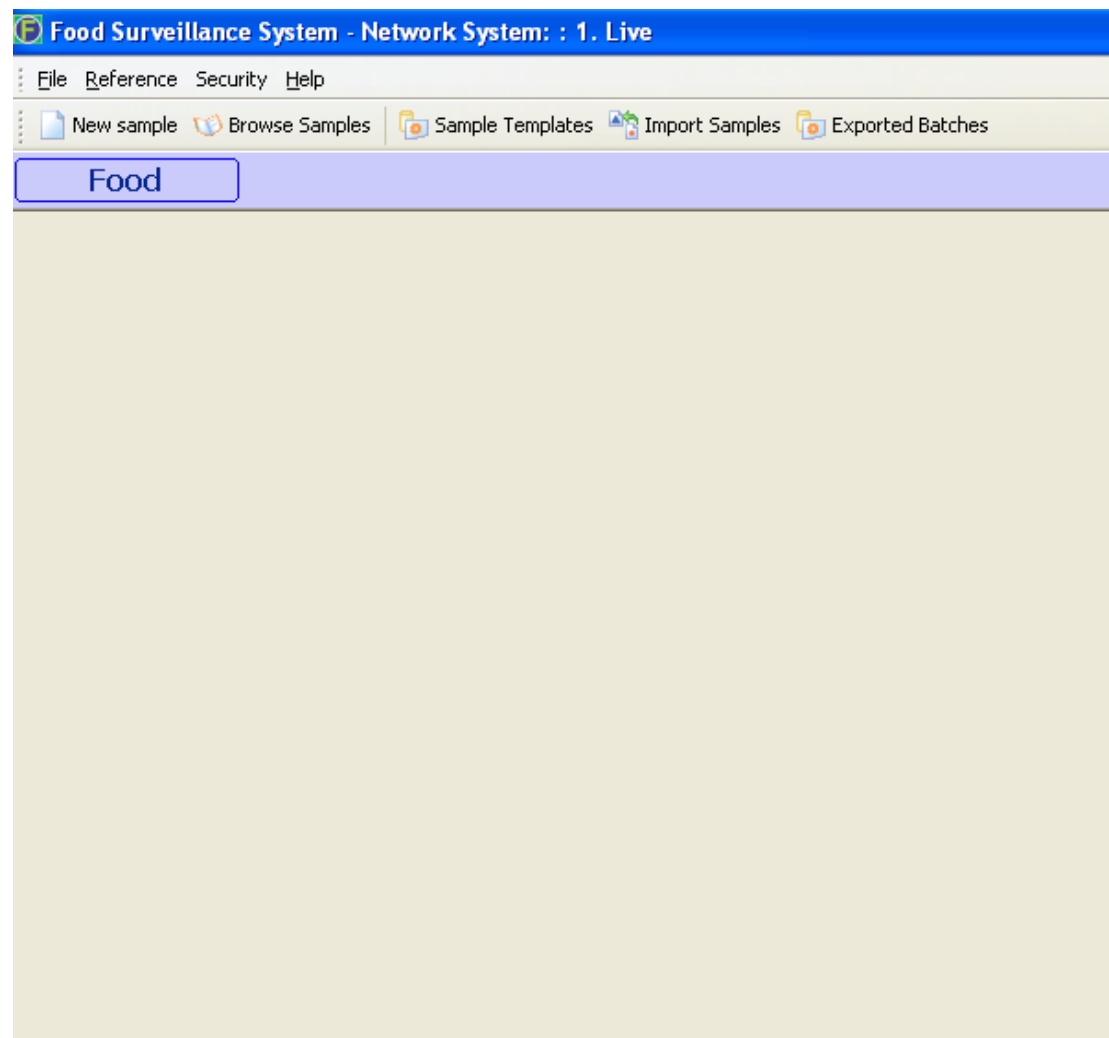
Exit OK

Once this screen appears you can either enter into the **Food** or **Animal Feed** Module using the radio select buttons. (the application remembers your choice so you do not have to keep selecting) In your case you select **Food**.

Select either **Live** or **Training** to enter the main screen. The **Live** connection is used when inputting real data into the system. The **Training** connection can be used when entering dummy data for training other colleagues and for users to familiarise themselves with the system, then click **OK**.

## Main Screen

The Main screen is shown below



Menus can be accessed from the top of the screen and clicking on the following buttons can access common functions. These can also be accessed in the **File** menu.

<b>New Sample</b>	Used to enter a new sample into the system
<b>Browse Samples</b>	Used to view samples that are in the system
<b>Sample Templates</b>	Used to View/Edit/Create sample template
<b>Import Samples</b>	Used to import samples with results into the System
<b>Exported Batches</b>	Used to re export samples and view batch detail



## Shortcut Keys & Handy Tips

The application follows standard Windows design concepts.


<b>[TAB]</b>	Moves forward from the current control to the next in the tab order
<b>[SHIFT][TAB]</b>	Moves back to the previously selected control
<b>[CTRL][TAB]</b>	Moves forward to the next data-entry screen
<b>[F2]</b>	Close currently open form
<b>[F4]</b>	Open a lookup dialog for the selected field
<b>[F5]</b>	New Record
<b>[F6]</b>	Edit selected record
<b>[F7]</b>	Save with validation to record being edited / inserted
<b>[F8]</b>	Save without validation to record being edited / inserted
<b>[F9]</b>	Previous data-entry screen
<b>[F10]</b>	Next data-entry screen

The data-entry screens can be completed in any order.

Press **F9** and **F10** to move from one data-entry screen to the next (or use mouse button to click data-entry screen tabs)

All drop down/reference fields are identified by the ▼

Use the mouse to click on this drop down field or press the **ENTER** key

Use the tab key () to move through all data-entry fields

## New sample

Accessed by clicking on the **New Sample** button from the **Main Screen**.

### Administration

**New Sample.: Live**

**Food sample**

Admin Reason Description Additional COP **Micro**

General

Analysis Type: ☒ Micro ☐ Chemical National Ref:

Sample Number:

Office: Headquarters

Sample Officer:

Sample Date: 28/03/2007 Time (24 hr): 15:15

Business ID: ...

Premises Name:

Address 1:

Address 2:

Address 3:

Address 4:

Post Code: Food Safety Risk Category:

Food Standards Risk Category:

Premises Type:

Purchase Cost:

Save With Validation(F7)

Save Without Validating (F8)

Abandon And Close

Help (F1)

Close (F2)

>> (F10)

**Analysis type** Select **Micro** (Microbiological) or **Chemical** option by clicking on either or on the radio button to their left.

- **Micro** – Microbiological sampling is undertaken to ascertain the microbiological quality of the food and to determine the possible presence or absence of harmful microorganisms in particular foods.
- **Chemical** - Food samples submitted for chemical sampling may undergo specific analyses such as for contamination, presence of additives, compliance with nutritional standards and labelling.

**National Ref** Unique sample reference number allocated by the FSS application.

**Sample Number** Use this space if you wish to continue using your own reference. This is the number by which the sample can be identified by the Local Authority.

**Office** If your organisation has a number of offices/branches in different locations, names for each of the offices can be added to, then selected from, the drop down list. This can be set up in the reference drop down menu or in the set up menu. Please contact your FSS Administrator regarding this.

**Sample Officer** If your organisation has a number of officers taking samples, names for each of the officers can be added to, then selected from, the drop down list.

**Sample Date** Date that the sample was taken. The date can be selected by clicking on the tab to reveal the calendar.

**Time (24HR)** Time that the sample was taken. The time defaults to the current time but can be changed using the up / down arrows provided.

**Business ID** Select from drop down list – This data has to be imported. Once imported into FSS and a business is selected, the **Premises Name** and **Addresses** will populate automatically.

This field can be left blank and the **Premises Name** and **Addresses** typed in manually.

This is the unique identifying code of the business that is listed in your premises database (e.g. APP; CAPS etc).

**Premises Name** The name that the business from which the sample was taken is trading under. This information will usually be imported from your premises database (e.g. APP; CAPS etc).

**Address** The address of the premises from which the sample was taken. This information will usually be imported from your premises database (e.g. APP; CAPS etc).

**Post Code** The postcode of the premises from which the sample was taken. This information will usually be imported from your premises database (e.g. APP; CAPS etc).

<b>Food Safety Risk Category</b>	The category in which the business was rated at the last food safety primary inspection. This information will usually be imported from your premises database (e.g. APP; CAPS etc).
<b>Food Standards Risk Category</b>	The category in which the business was rated at the last food standards primary inspection. This information will usually be imported from your premises database (e.g. APP; CAPS etc).
<b>Premises Type</b>	Sub category into which the premises from which the sample was taken should be placed. These premises sub-categories agree with the FSA return.
<b>Purchase Cost</b>	The amount paid for the sample (if appropriate)

## **Guidance on premises and field layout**

### **Food Premises – Importing premises details into FSS UK Administration details**

This file can be generated from your Local Authority Management System. Instructions on how to do this can be found in your Local Authority Management System guidance or by contacting your FSS Administrator, IT Department or Local Authority Management System Administrator

The field order of this file is as follows:

<b>BusinessID</b>
<b>PremiseName</b>
<b>Address1</b>
<b>Address2</b>
<b>Address3</b>
<b>Address4</b>
<b>PostCode</b>
<b>Food Safety Risk Category Code</b>
<b>PremiseType Code</b>
<b>Food Standards Risk Category Code</b>

**Food Safety Risk Category Code:**

A  
B  
C  
D  
E  
Import Error

**Premises Type Code:**

A (Primary Producers)  
B (Slaughterhouses)  
C (Manufacturers/processors)  
D (Packers)  
E (Importers/Exporters)  
F (Distributors/Transporters)  
G (Retailers)  
H (Restaurants and other Caterers)  
I (Materials and Articles Manufacturers and Suppliers)  
J (Manufacturers mainly selling by retail)

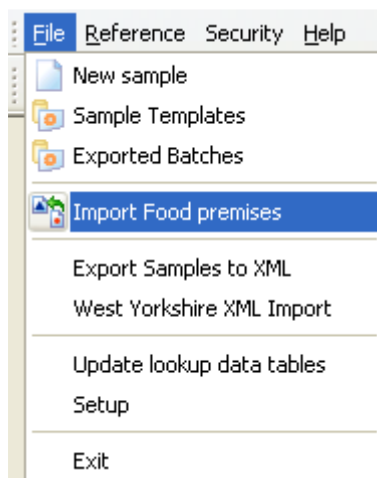
**Food Standards Risk Category Code:**

A  
B  
C  
Unrated

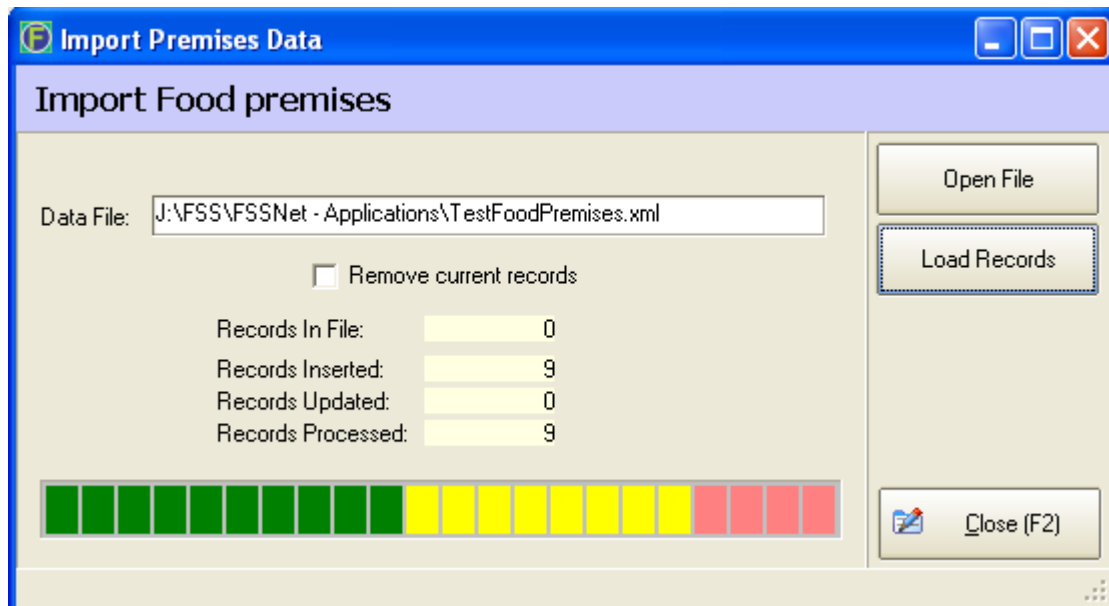
**An example file:**

A001,Greggs,144 Sauchiehall Street,Glasgow,,,G3 6LN,A,J,A  
A002,Tesco,200 Argyle Street,Finnieston,Glasgow,,G5 7LA,E,J,B  
A003,Safeway,300 Argyle Street,Finnieston,Glasgow,,G5 7LN,B,G,C

To import this file into FSSNet click on File Import Food Premises



Browse to the file and select Load Records



Once the status bar is complete click on close.

N.B. There is an option to remove all current records if you want to import a new batch, tick the check box to do this. If you leave the box unchecked then only new records will be added and the current records updated.

## Enforcement

Click on the **Reason** tab next to **Admin** at the top to access this screen. Select **Enforcement/Investigation** by clicking on it and checking the radio button.

**New Sample.: Live**

**Food sample**

Admin | **Reason** | Description | Additional | COP

**Micro**

Reason for sample taken: ☒ **Enforcement/Investigation** ☐ Surveillance/Monitoring

**Enforcement/Investigation**

Sample Type:

☐ Follow Up Sample Index Sample Number:

☐ Food borne illness Investigation

Details (including relevant outbreak number):

**Surveillance/Monitoring**

Sample Type:

☐ Sample was taken as part of a survey

Survey Body:

Survey Ref:

<< (F9) >> (F10)

Edit Sample (F6)

Save With Validation(F7)

Save Without Validating (F8)

Abandon And Close

Help (F1)

Close (F2)

- **Reason for sample taken**  
Enforcement / investigation – these are samples which have been taken in response to a particular incident, allegation or contravention.

If this option is selected – the following will appear:-

- **Sample Type-** Control / food complaint / formal / informal / other
- **Follow up sample** - If this sample was taken following on from a preceding sample (e.g. after the first sample failed)
- **Index sample number** – this is the number relating to the first sample taken, in order that preceding samples can be linked to this

- **Food borne illness investigation** – Tick this box if this sample was taken as part of an investigation into an alleged case of food-borne illness
- **Details (including relevant outbreak number)** – This number is generated by the Local Authority and allows all samples forming part of the outbreak to be linked. Sample numbers should be in a format that is recognisable to the Local Authority and can be easily traced and retrieved. If a sample is given a number that is too simplistic (e.g. 1/2008), it could be replicated by other Authorities inputting similar numbers, making retrieval and identification difficult. Prefixing the number with a code for the Local Authority (e.g. XYZ/1/2008) would resolve this potential issue. This will also assist in the event that an outbreak spreads across Local Authority / Health board boundaries, in that the initiating / coordinating Authority can be recognised.



## Surveillance

Click on the **Reason** tab next to the **Admin** tab at the top to access this window. Select **Surveillance/Monitoring** by clicking on it and checking the radio button.

The screenshot shows a software window titled "New Sample.: Live" with a standard Windows interface (minimize, maximize, close buttons). The window has a tabbed interface with tabs labeled "Admin", "Reason", "Description", "Additional", and "COP". The "Reason" tab is active, and within it, the "Micro" sub-tab is selected. The "Reason for sample taken:" section has two radio buttons: "Enforcement/Investigation" (unselected) and "Surveillance/Monitoring" (selected). Below the "Enforcement/Investigation" section, there is a "Sample Type:" dropdown menu, a "Follow Up Sample" checkbox (unchecked), an "Index Sample Number:" text field, and a "Food borne illness In" checkbox (unchecked). A text area for "Details (including relevant outbreak number):" is also present. The "Surveillance/Monitoring" section includes a "Sample Type:" dropdown menu (highlighted in green), a "Sample was taken as part of a survey" checkbox (unchecked), a "Survey Body:" dropdown menu, and a "Survey Ref:" dropdown menu. On the right side of the window, there are four buttons: "Edit Sample (F6)", "Save With Validation(F7)", "Save Without Validating (F8)", and "Abandon And Close". At the bottom left, there are navigation buttons "<< (F9)" and ">> (F10)". At the bottom right, there is a "Close (F2)" button with a red X icon.

### Surveillance / monitoring

- **Surveillance/monitoring:** these are programmed samples taken as part of a Council's sampling plan or survey.

If this option is selected – the following will appear:-

- **Sample type - formal / informal** – select formal / informal from the drop down menu.
- **Formal** - For microbiological samples, this field relates to samples taken, including those without a witness, in accordance with the procedures outlined in the Code of Practice (and, if applicable, any product specific sampling/examination legislation), and submitted to an accredited laboratory. Single part samples taken of foods for which

multi-part sampling is prescribed are coded as 'formal' on the basis that the sampling is carried out to Code of Practice standards.

For chemical Samples, this field relates to samples taken in accordance with the procedures outlined in the Code of Practice (and, if applicable, any product specific sampling/examination legislation), and submitted to an accredited laboratory. In Scotland, such samples would be witnessed.

Food samples which are classed as 'formal' may (but do not have to) be used in evidence in a case of enforcement action. However, coding samples for FSS as 'formal' refers to the integrity of the sampling procedure and examination, not the intended use of the sample.

- **Informal** - For microbiological and chemical samples, this definition relates to samples which do not fall into the definition of formal samples (e.g. have not been taken in accordance with the Code of Practice) but which have been submitted to an accredited laboratory.

Microbiological samples which do not fulfill the criteria for Formal Microbiological samples should not be logged into FSS.

- **Sample was taken as part of a survey** – This applies where a number of samples are all taken for a specific survey purpose (e.g. a set time period during which monitoring of a specific product is undertaken).

If this box is checked, the following will appear –

- **Survey body** – the name of the body or organisation that is instigating / coordinating the survey e.g. Food Standards Agency etc.
- **Survey ref** - This reference number allows all samples forming part of the survey to be linked. The first part of the survey number will normally be provided by the 'Survey body' (see above) to show that the sample forms part of the wider survey, with an option to add further identifying numbers for each sample if required (to allow identification of each unique sample forming part of the larger survey).

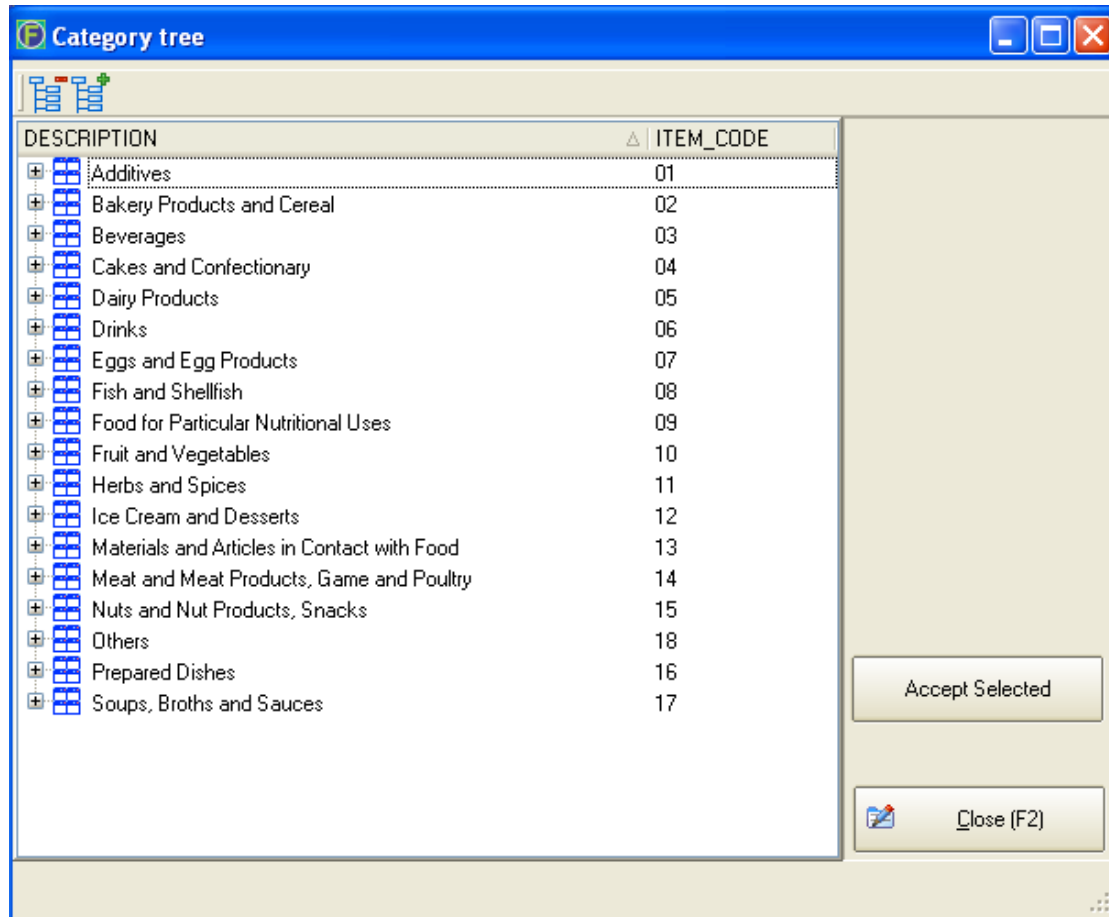
## Description

Click on the **Description** tab next to the **Reason** tab at the top to access this window.

The screenshot shows a software window titled "New Sample.: 1. Live" with a blue header bar. Below the header, there's a tabbed interface with "Admin", "Reason", "Description" (selected), "Additional", and "COP". The "Description" tab is active, showing a form for "Food sample". The form includes fields for "Brand Name", "Food Description", "Nature of product", "Category", "Sub category", "Sub category (level 2)", "Sub category (level 3)", "FSA code", "Additional category information", "Manufacturer", "Distributor/Supplier/Packer", "Importer (if appropriate)", and "Country of origin" (pre-filled with "UNITED KINGDOM"). A "Category Tree" button is next to the category fields. On the right side, there are buttons for "Edit Sample (F6)", "Save With Validation(F7)", "Save Without Validating (F8)", "Abandon And Close", "Help (F1)", and "Close (F2)". At the bottom, there are navigation buttons "<< (F9)" and ">> (F10)".

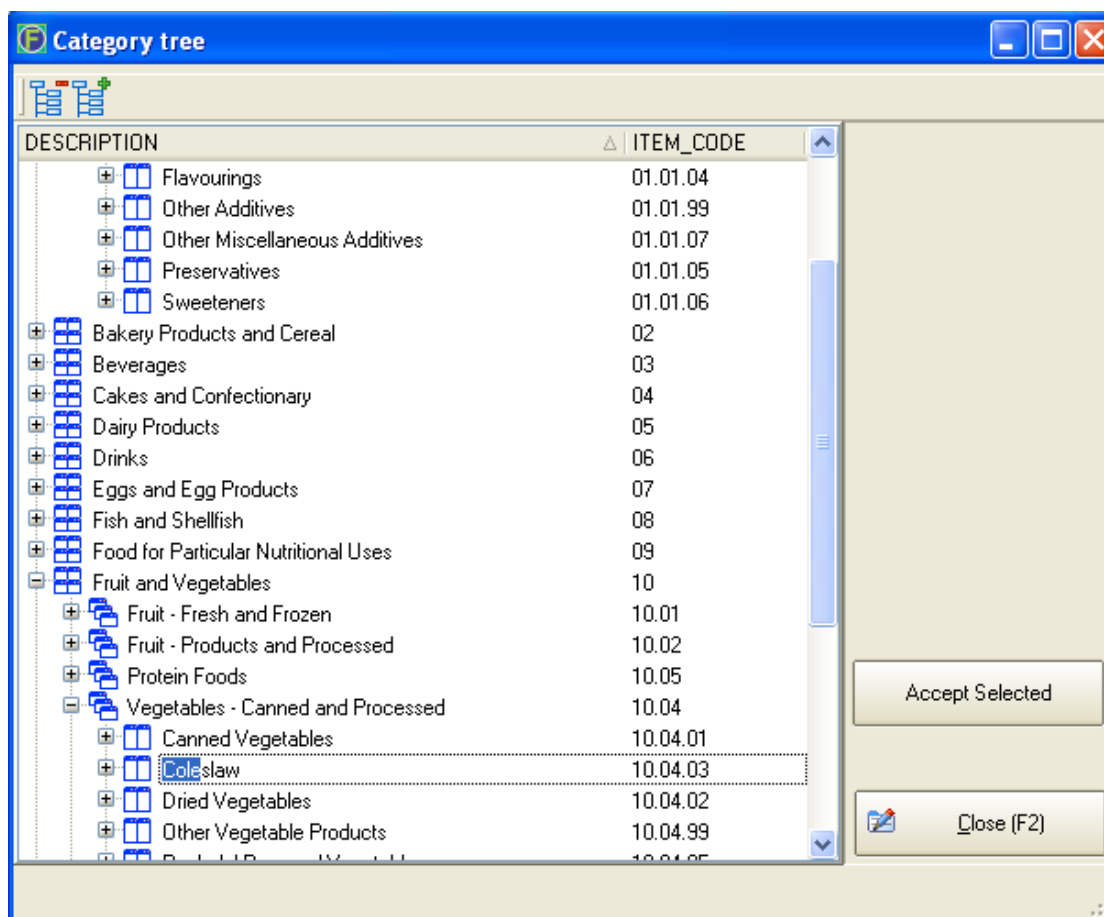
- **Brand name** – The name that the product is sold under (e.g. Kellogs, Heinz etc) [Note: Can be pre populated – Refer to Appendix A for further details]
- **Food description** – A basic description of the type of food sampled. Where there is a name laid down by law this must be used. if not, a customary name may be used. If there is no customary name or it is not used, a descriptive name must be used. This can also be setup in the Optional Look up List are in the Reference drop down menu. This is a free text area and an example is shown below. Once saved, the options will appear in the Food description drop down menu.
- **Nature of product** – These are pre populated with the following categories:- Ready to Eat, Processed, Raw and Swab. [Please refer to Appendix A for more details]

## Category Tree



You can use the plus/minus box  to expand or contract the categories.

To find a particular food category you can start typing and the search will be narrowed down as you type.



In the above window the word **Coleslaw** is being typed by the **User** and is found automatically in the **Category Tree**.

You can see that the second category is **Vegetables – Canned and Processed**, a sub category of **Fruit and Vegetables**.

If the current selection of **Coleslaw** is correct then pressing **Enter** on your keyboard or clicking the **Accept Selected** button will select the category for this sample.



- **Category** – Food types are categorised in terms of pre-populated categories in the 'category tree'. Selecting the 'category tree' button on the right of the 'category' label allows the user to select from the populated list. Clicking on one of the item headers, you will see that there are sub-categories under each main heading. These can be used to populate the 'sub-categories' lists below
- Sub-category – see above
- Sub-category (level 2) – see above
- Sub-category (level 3) – see above
- Additional Category Information – For chemical samples only. Free Text to add any additional information.

## Sample Taken From - For microbiological samples Only:

'Sample taken from' - The Food Hygiene Regulations 2006 requires microbiological food samples that are submitted to the laboratory to be clearly identified as having been taken from a producer or from a retailer. This information must be provided for particular foods as detailed in these Regulations and determines the tests and pass/fail criteria for assessment by the food examiner. This is a compulsory field and there is an option to select 'N/A' when appropriate.

**New Sample.: 1. Live**

**Food sample**

Admin | Reason | Description | Additional | COP | **Micro**

Description Of Sample taken

Brand Name:

Food Description:

Nature of product:

Category:  **Category Tree**

Sub category:

Sub category (level 2):

Sub category (level 3):

FSA code:

Sample taken from:

Manufacturer:

Distributor/Supplier/Packer:

Importer (if appropriate):

Country of origin:

**Edit Sample (F6)**

**Save With Validation(F7)**

**Save Without Validating (F8)**

**Abandon And Close**

**Help (F1)**

**Close (F2)**


**<< (F9)** **>> (F10)**

- **FSA code** – FSA codes are pre-populated and are linked to the 'Category Tree. This field is automatically populated following completion of the category tree fields.
- **Manufacturer** - if the name of the manufacturer is available from the product label, enter it here. This field can be pre populated via the Reference menu.

- **Distributor / supplier / packer** - if the name of the company distributing / supplying or packing the food is available from the product label, enter it here. This field can be pre populated via the Reference menu.
- **Importer (if appropriate)** - if the name of the person or company importing is available from the product label, enter it here. This field can be pre populated via the Reference menu.
- **Country of origin** - if the Country that the food originated from is available from the product label, select the country from the drop-down menu. There is also an option of 'N/A'

# Packaging

Click on the **Additional** tab next to the **Description** tab at the top to access this window.

- **Packaging provided** - The way in which the product was packaged for sale (if applicable). Select from the drop down menu. (Also See Appendix B for definitions)
- If **'not prepacked'** (e.g. meats sold loose from a deli-counter) – the following button  will appear where you can then populate information on labelling details. [For further information refer to Appendix B]

- **Labelling** - This heading relates to non pre-packed foods. This is the information that would have been supplied at the counter / display etc,



e.g. minimum meat content etc. and can be selected using the options provided.

- **Packaging material**- This heading applies to foods that are pre-packed. Select the type of packaging from the drop down menu.
- **Other material**- this is where 'other' field has been selected from the drop down menu in the 'Packaging material' category, above. Type in a description of the type of material used for packaging the product
- **Pack quantity / size** – this can be taken from the packaging (e.g. 500(g) – the number should be entered here, the units in the 'pack units field below) (Also See Appendix A)
- **Pack units** – these are the units stated on the size / weight / capacity of the product e.g. grams, kgs, mls etc (e.g. 500(g) – the (g) would represent the pack units)
- **Batch / Lot no** - some products will contain batch or unit number to allow traceability by the manufacturer. This can be taken from the packaging, where applicable
- **Health Mark**- Some types of foodstuff (e.g. live bivalve molluscs; minced meats; dairy products) require to be produced by a manufacturer / premises that have been approved by the local authority. To demonstrate that the food has come from approved premises, the food is marked with a 'health mark'. There are differing forms of health mark depending on the intended destination of the product (e.g. for sale nationally, across Europe etc). Please see section 5 of the Code of Practice Guidance for further details.
- **Durability** – the way that durability is entered will depend on the information on the label. For example, 'best before' and 'use by' will normally have a day, month and year which can be entered from the product label. 'Best before' would normally only carry a month and year.
- **Condition** – this is the condition in which the product was held in the store from which it was sampled, e.g. at ambient temperature, chilled, frozen etc. This can be selected from the drop-down list.

If other, specify

- **Temperature** – for products that are not stable at ambient temperatures, the air temperature of the cabinet or area in which the food has been stored should be taken and recorded. A negative number must be entered for frozen products. Please see the Code of Practice guidance for further details on obtaining temperatures when sampling.

## Code of Practice

Click on the **COP** tab next to the **Additional** tab at the top to access this window.

- **Sample was taken in compliance with COP and relevant legislation**

Guidance for the taking of samples can be found in the documents 'Guidance on Food Sampling for Microbiological Examination, January 2002' produced by LACORS and in the Food Standards Agency's document 'Practical Sampling Guidance For Food Standards And Feeding Stuffs, Part 2: Food Standards Sampling'. In Scotland, in order to comply with the requirements of the Code of practice, the taking of the food sample should normally be witnessed.

- **Explanation** – if the sample was not taken in compliance with the COP, state the nature of the deviation from the COP and the reasons why

- **Sample was transported to lab in compliance with COP requirements**

Guidance for the taking of samples can be found in the documents 'Guidance on Food Sampling for Microbiological Examination, January

2002' produced by LACORS and in the Food Standards Agency's document 'Practical Sampling Guidance For Food Standards And Feeding Stuffs, Part 2: Food Standards Sampling'. In Scotland, in order to comply with the requirements of the Code of practice, the taking of the food sample should normally be witnessed.

- **Laboratory**  
The laboratory that the sample was sent to. Names of the relevant labs can be pre-installed into the drop-down menu.
- **Analysis - Routine (or as defined by the laboratory) analysis required?** – Select 'yes' if you require the routine suite of analysis to be undertaken by the laboratory
- **Analysis required** – if tests other than routine are required to be undertaken on the sample (i.e. 'no' has been answered to the question above), state the nature of the analysis that is to be undertaken by the laboratory
- **Additional information** – including contract code

## Saving a sample

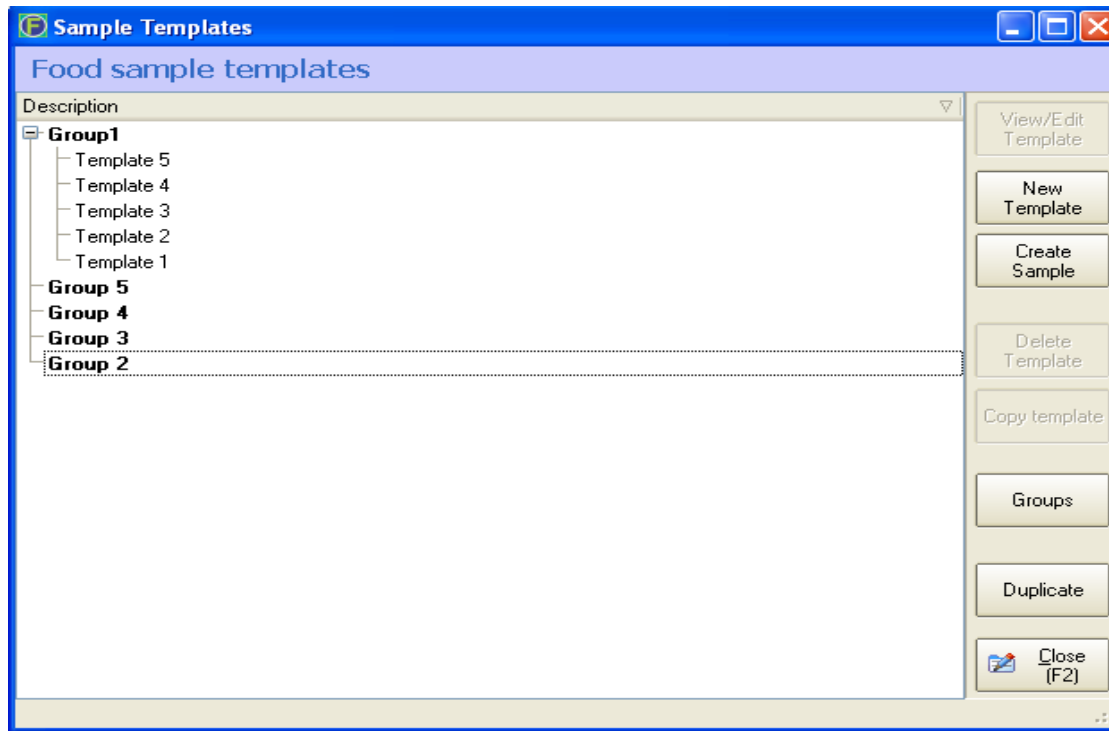
Options on completion of sample information:

- |                                     |  |
|-------------------------------------|--|
| <b>Save With Validation (F7)</b>    | Click this button or press <b>F7</b> key to validate the sample data you have entered. If required fields are incomplete or data errors exist the invalid field will be selected for changes to be made  |
| <b>Save Without Validation (F8)</b> | Click this button or press <b>F8</b> key to save the sample data you have entered. This does not validate the data and you will not be able to export samples data to the lab. You can later edit the record(s) in the <b>Samples</b> browser screen and then <b>Save With Validation (F7)</b> |
| <b>Abandon And Close</b>            | <b>Caution!</b> Clicking this button will lose any data you have just entered. <b>Only use if the data entered is not needed</b>   |

# Sample Templates

Accessed by selecting **Sample Templates** from the **File** menu or clicking on the  button.

A template provides an opportunity to reduce the commonly entered fields and to speed up data-entry for frequently visited premises and/or frequently taken sample types.



Templates are managed from within this screen using the buttons on the right hand side. The facility to **Add/Edit/Delete** and **organise** Templates is only available to an **Administrator**.

## View

To view a template, select the template in the main screen and then click on the **View/Edit** button.

## Edit

To edit a template, select the template in the main screen and then click on the **View/Edit** button. This will allow you to view your template. To then edit the template press the **Edit** button on the right-hand side or press **F6** on your keyboard.

## New Template

To create a new template, click on the **New Template** button on the right hand side.

A screen similar to the New Sample screen will appear:

The screenshot shows a software window titled "New Sample.: Live". Inside, there's a section for "Food sample template" with several tabs: "Admin", "Reason", "Description", "Additional", and "COP". The "Micro" tab is currently selected. The form contains various input fields: "Template group" (a dropdown), "Template description" (a text box), "Analysis Type" (radio buttons for "Micro" and "Chemical", with "Micro" selected), "Office" (a dropdown showing "Headquarters"), "Sample Officer" (a dropdown), "Business ID" (a text box with a search icon and a checkbox for "Update premises when creating sample"), "Premises Name" (a text box), "Address 1" through "Address 4" (four text boxes), "Post Code" (a text box), "Food Safety Risk Category" (a dropdown), "Food Standards Risk Category" (a dropdown), and "Premises Type" (a dropdown). On the right side of the form, there are four buttons: "Edit sample template (F6)", "Save changes (F7)", "Abandon changes", and "Close (F2)". At the bottom right, there is a button with a double arrow icon and the text ">> (F10)".

To create a template, fields are filled in as per a normal sample.

Certain fields cannot be filled in ahead of time and are marked **N/A**.

Fields that will vary with each sample should be left blank and then completed at the time of taking the sample.

For ease of searching provide each template with a suitable description in the field **Template Description** before saving.

To save the template click on the **Save** button on the right or press **F7** on your keyboard.

## Delete Template

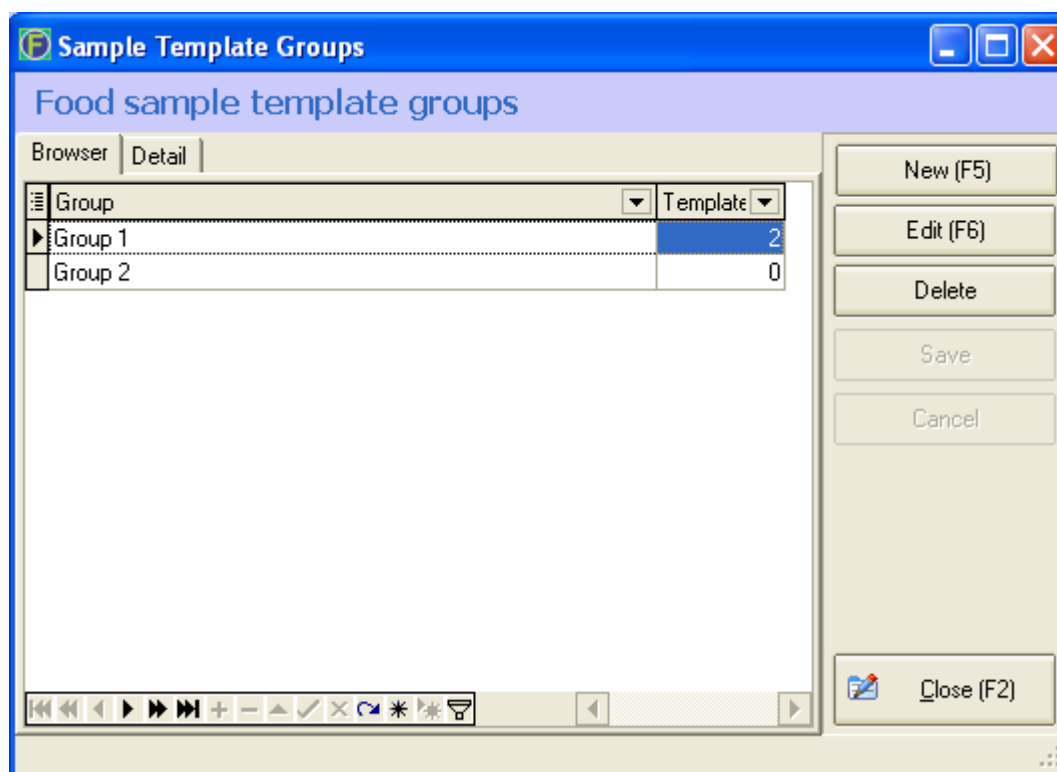
To delete a template select the template in the main screen and then click on the **Delete Template** button on the right hand side. This will permanently remove the template from the system.

## Copy Template

To copy a template, select the template in the main screen and then click on the **Copy Template** button on the right hand side. This will create a duplicate template with the name prefixed with **COPY OF**.

## Groups

Templates can be organised into logical groups if required. The Groups button accesses the administration screen.



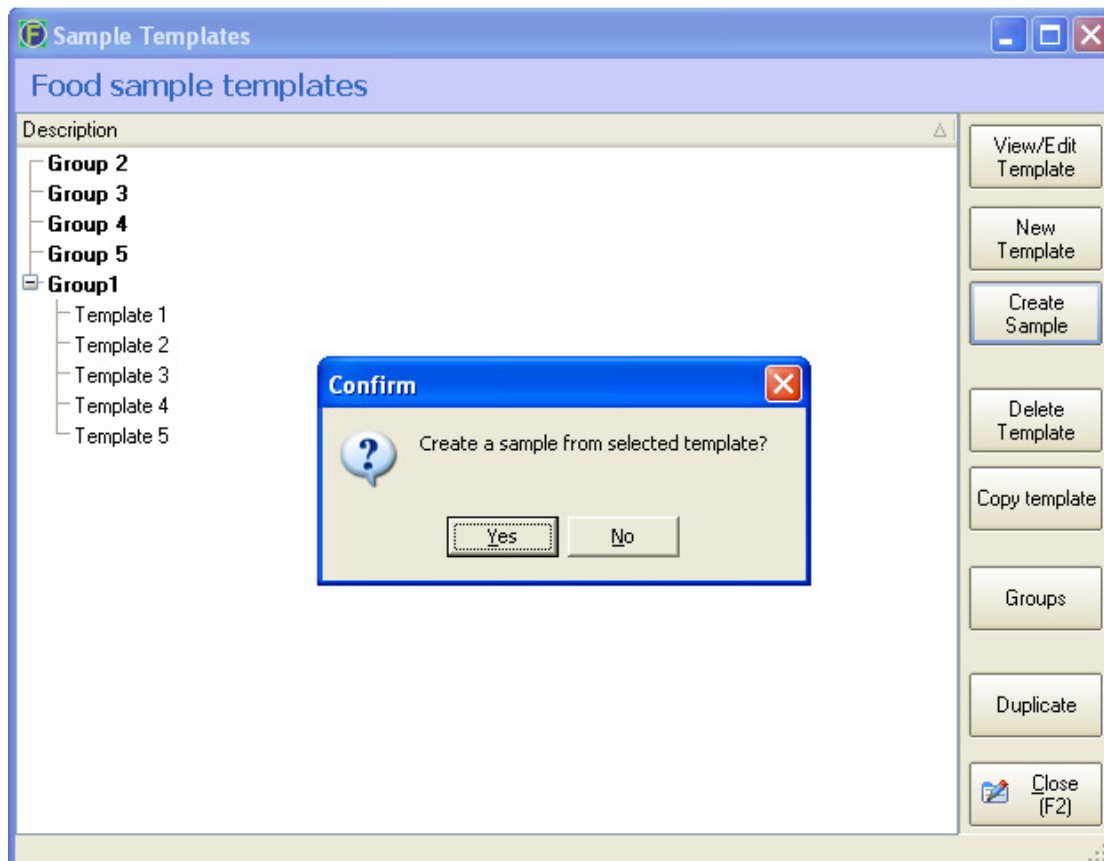
## Duplicate

The duplicate function is used to duplicate a previously made template. This saves you time if you create a full template from scratch and only have a couple of changes to make, you can duplicate it and edit it.

## New Sample from template


The facility to create a new sample from a template is only available to a **User**, not an **Administrator** and is accessed by selecting **Sample Templates** from the **File** menu.

To create a new sample from an existing template, select your template in the main screen and click on the **Create Sample** button on the right hand side.



This will prompt to create a New Sample.

## Template Order

You can change the order in which the templates appear in the list by clicking on the  option at the top right hand side. This will order the templates in Alphabetical order making them easier to find.



# Browse Active Samples

Accessed by clicking on the **Browse Active Samples** button from the **Main Screen**.

Food Surveillance System - Network System: 1. Live - [Samples Browser]

File Reference Security Help

New sample Browse Samples Sample Templates Import Samples Exported Batches

Food

Entered, to be validated Validated, awaiting export Exported to Lab Sample complete, with results All statuses

Sampling officer: [dropdown] All Start date: 10/04/2000 Go... End date: 24/04/2008

Premises name: [dropdown]

Status	Office code	Date sample taken	Time sample taken	Sample taken	Premises type	Business ID	Address
Officer: AINE MCCABE							
Sample complete, with results		16/01/2008	14:59:42		H	13/0559/0001/0006	1 - CUL
Sample complete, with results		31/07/2007	13:07:20		H	16/0250/0002/0001	THE M
Sample complete, with results		14/02/2007	14:46:45		H	12/1185/0013/0001	13/15
Sample complete, with results		14/02/2007	14:54:50		H	12/1185/0013/0001	13/15
Sample complete, with results		14/02/2007	14:57:27		H	12/1185/0013/0001	13/15
Sample complete, with results		14/02/2007	14:59:46		H	12/1185/0013/0001	13/15
Sample complete, with results		14/02/2007	15:02:10		H	12/1185/0013/0001	13/15
Sample complete, with results		21/02/2007	14:14:17		G	20/1006/0080/0007	80 - ST
Sample complete, with results		21/02/2007	14:25:44		H	09/0481/0025/0007	25 - CL
Sample complete, with results		21/02/2007	14:28:45		H	09/0481/0025/0007	25 - CL
Sample complete, with results		21/02/2007	14:32:31		H	09/0481/0025/0007	25 - CL
Sample complete, with results		21/03/2007	14:28:58		H	15/0673/0001/0200	1 - DOI
Sample complete, with results		21/03/2007	14:32:01		H	15/0673/0001/0200	1 - DOI
Sample complete, with results		21/03/2007	14:34:11		H	15/0673/0001/0200	1 - DOI
Sample complete, with results		21/03/2007	14:36:09		H	15/0673/0001/0200	1 - DOI
Sample complete, with results		21/03/2007	14:38:12		H	15/0673/0001/0200	1 - DOI
Sample complete, with results		31/07/2007	13:08:45		H	16/0250/0002/0001	THE M
Sample complete, with results		30/03/2007	12:37:48		F	10/0606/0073/0009	73 - EN
Sample complete, with results		30/03/2007	12:41:12		F	10/0606/0073/0009	73 - EN
Sample complete, with results		30/03/2007	12:42:55		F	10/0606/0073/0009	73 - EN
Sample complete, with results		30/03/2007	12:44:42		F	10/0606/0073/0009	73 - EN
Sample complete, with results		30/03/2007	12:46:57		F	10/0606/0073/0009	73 - EN
Sample complete, with results		30/03/2007	12:48:18		F	10/0606/0073/0009	73 - EN
Sample complete, with results		30/03/2007	12:49:48		F	10/0606/0073/0009	73 - EN

Results

Substance	Units	Result
Fruit Content	g/100g	48
Potassium	mg/kg	1050
Total Sugars	g/100g	60
Phosphorous	mg/kg	99.2

Outcome

Code	Group	Details
B02	Composition	Constituent/ingredient, low level
D05	Labelling	Declaration statutory

Regulation 5 of The Jam and Similar Products Regulations (Northern Ireland) 2003 requires the indicated total sugar content of jam, determined by refractometer at 20 degrees, to be accurate to +/-3 refractometric degrees. The total sugar content of the sample was 4% lower than indicated.

The jam was labelled "Typical values per 100g / 51g fruit / 64g sugar". The above

Colour legend: Entered Validated Exported Complete

Close (F2)

All samples entered into the system can be viewed in the **Browse Samples** screen.

## Apply Filter

If you wish to view only a certain status of a sample e.g. **Entered, to be validated**, you can change the Sample Status at the top of the screen using the tab system.

## Sort Data

You can sort the data by clicking on a column header.

Sample Officer

The example shows data ordered alphabetically by Sample Officer. (You can see the small up arrow)

Clicking again reverses the sort order.



(You can see the small down arrow)

The default sort order is to have the newest sample at the top.

## Locate Sample

Food Surveillance System - Network System: : 1. Live - [Samples Browser]

File Reference Security Help

New sample Browse Samples Sample Templates Import Samples Exported Batches

Food

Entered, to be validated Validated, awaiting export Exported to Lab Sample complete, with result All statuses

Sampling officer: Christine Dick - 01786 432187 Start date: 17/04/2000 Go...

Premises name: End date: 01/05/2008

Status	Code	Local Authority Sample Number	Office code	Officer	Date sample taken	Time sample taken	Sample taken	Premises type
Officer: Christine Dick - 01786 432187								
Sample complete, with results	T790HQN20000124	FDIN1CCD0506X		Christine Dick	01/09/2005	12:06:00		J
Sample complete, with results	T790HQN20000127	FDIN2CCD0506X		Christine Dick	01/09/2005	13:58:00		J
Sample complete, with results	T790HQN20000128	FDIN3CCD0506X		Christine Dick	01/09/2005	14:00:00		J
Sample complete, with results	T790HQN20000129	FDIN4CCD0506X		Christine Dick	01/09/2005	14:02:00		J
Sample complete, with results	T790HQN20000130	FDIN5CCD0506X		Christine Dick	01/09/2005	14:03:00		J
Sample complete, with results	T790HQN20000131	FDIN6CCD0506X		Christine Dick	01/09/2005	14:04:00		J
Sample complete, with results	T790HQN20000132	FDIN7CCD0506X		Christine Dick	01/09/2005	14:06:00		J
Sample complete, with results	T790HQN20000133	FDIN8CCD0506X		Christine Dick	01/09/2005	14:08:00		J
Sample complete, with results	T790HQN20000134	FDIN9CCD0506X		Christine Dick	01/09/2005	14:10:00		J
Sample complete, with results	T790HQN20000135	FDIN10CCD0506X		Christine Dick	01/09/2005	14:11:00		J
Sample complete, with results	T790HQN20000136	FDIN11CCD0506X		Christine Dick	01/09/2005	14:12:00		J
Sample complete, with results	T790HQN20000156	FDIN12CCD0506M		Christine Dick	27/09/2005	12:43:00		C
Sample complete, with results	T790HQN20000157	FDIN13CCD0506M		Christine Dick	27/09/2005	13:11:00		C
Sample complete, with results	T790HQN20000158	FDIN14CCD0506M		Christine Dick	27/09/2005	13:12:00		C
Sample complete, with results	T790HQN20000159	FDIN15CCD0506M		Christine Dick	27/09/2005	13:13:00		C
Sample complete, with results	T790HQN30000177	FDIN16CCD0506X		Christine Dick	11/11/2005	11:46:00		G
Sample complete, with results	T790HQN30000178	FDIN17CCD0506		Christine Dick	11/11/2005	11:51:00		G
Sample complete, with results	T790HQN30000186	FDIN18CCD0506M		Christine Dick	23/11/2005	11:13:00		H
Sample complete, with results	T790HQN30000206	FDIN19CCD0506		Christine Dick	10/12/2005	09:47:00		G
Sample complete, with results	T790HQN30000208	FDIN20CCD0506		Christine Dick	10/12/2005	10:03:00		G
Sample complete, with results	T790HQN30000209	FDIN21CCD0506		Christine Dick	10/12/2005	10:16:00		G
Sample complete, with results	T790HQN30000210	FDIN22CCD0506		Christine Dick	14/12/2005	10:34:00		G
Sample complete, with results	T790HQN30000211	FDIN23CCD0506		Christine Dick	14/12/2005	10:58:00		G
Sample complete, with results	T790HQN30000212	FDIN24CCD0506		Christine Dick	10/12/2005	11:09:00		G
Sample complete, with results	T790HQN30000213	FDIN25CCD0506		Christine Dick	10/12/2005	11:13:00		G
Sample complete, with results	T790HQN30000214	FDIN26CCD0506		Christine Dick	14/12/2005	11:24:00		G
Sample complete, with results	T790HQN30000215	FDIN27CCD0506		Christine Dick	14/12/2005	11:32:00		G
Sample complete, with results	T790HQN30000216	FDIN28CCD0506		Christine Dick	01/12/2005	11:37:00		G

Above are all the samples taken by officer Christine Dick since 17/04/2000 - Present by selecting the officers name from the drop down list and entering search time criteria.

## Sample Status

New in version 5 is the colour legend which helps identify what status a particular sample is at. The colour legend is found at the bottom of the browse samples screen and is show below

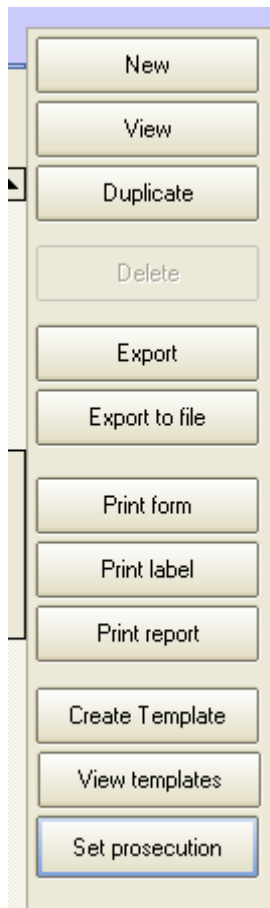
Colour legend: ■ Entered ■ Validated ■ Exported ■ Complete

## Set Prosecution

The prosecution field should be completed for samples reported as failed and where legal proceedings have been concluded.

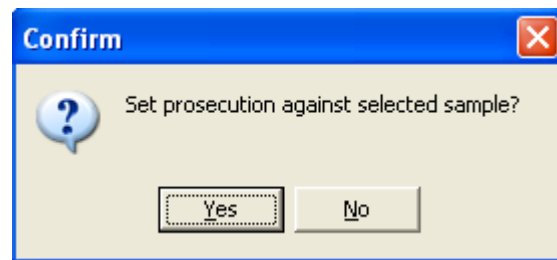
The field is completed by selecting the particular sample and clicking on the

Set prosecution button shown on the right hand side of the grid.



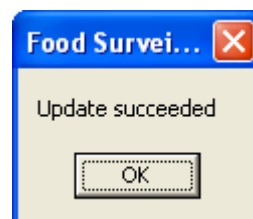
The following message will appear once the button is selected:-

Set prosecution



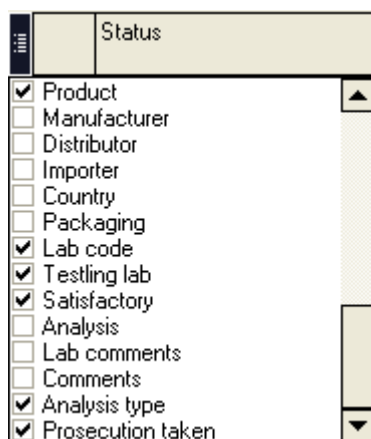
You can then select Yes to set the prosecution or No to cancel this option.

If Yes is selected then the following message appears:-

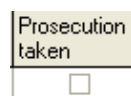


To check the prosecution status of a sample you can select the column view in the browse samples area.

At the top left hand side you can select the  button and the drop down field choice grid appears:-



Set Prosecution can then be selected by selecting and deselecting the ☒ next to it.



If the prosecution taken has been set then the check box under the Prosecution taken field in the browse samples area corresponding to the particular sample will appear as ☒.



If no prosecution taken has been set then the check box will appear as ☐ in browse samples grid.



**Food Surveillance System - Network System: : 1. Live - [Samples Browser]**

File Reference Security Help

New sample Browse Samples Sample Templates Import Samples Exported Batches

**Food**

Entered, to be validated Validated, awaiting export Exported to Lab Sample complete, with results All statuses

Sampling officer: Christine Dick - 01786 432187 All Start date: 17/04/2000 Go...

Premises name: All End date: 01/05/2008

Status	Code	Local Authority Sample Number	Office code	Officer	Category	Prosecution taken
Sample complete, with results	T790HQN30000216	FDIN28CCD0506		Christine Dick	Others	<input type="checkbox"/>
Officer: Craig Wallace						
Sample complete, with results	999HQ\0010000632	TEST		Craig Wallace	Drinks	<input checked="" type="checkbox"/>
Officer: Gordon Mason - 01786 432084						
Sample complete, with results	T790HQN30000203	SGGMEHFC10506M		Gordon Maso	Meat and Meat Products, Gam	<input type="checkbox"/>
Sample complete, with results	T790HQN30000204	SGGMEHFC20506M		Gordon Maso	Fish and Shellfish	<input type="checkbox"/>
Sample complete, with results	T790HQN30000205	SGGMEHFC30506		Gordon Maso	Prepared Dishes	<input type="checkbox"/>
Officer: Ian Buchan - 01786 432262						
Sample complete, with results	T790HQ\000167	IB545		Ian Buchan	Ice Cream and Desserts	<input type="checkbox"/>
Sample complete, with results	T790HQ\000168	IB546		Ian Buchan	Ice Cream and Desserts	<input type="checkbox"/>
Sample complete, with results	T790HQ\000188	IB 566		Ian Buchan	Ice Cream and Desserts	<input type="checkbox"/>
Sample complete, with results	T790HQ\000189	IB 567		Ian Buchan	Ice Cream and Desserts	<input type="checkbox"/>
Sample complete, with results	T790HQ\000190	IB 568		Ian Buchan	Ice Cream and Desserts	<input type="checkbox"/>
Sample complete, with results	T790HQ\000191	IB 569		Ian Buchan	Ice Cream and Desserts	<input type="checkbox"/>
Sample complete, with results	T790HQ\000192	IB 570		Ian Buchan	Ice Cream and Desserts	<input type="checkbox"/>
Sample complete, with results	T790HQ\000193	IB 572		Ian Buchan	Ice Cream and Desserts	<input type="checkbox"/>
Sample complete, with results	T790HQ\000194	IB 571		Ian Buchan	Ice Cream and Desserts	<input type="checkbox"/>
Sample complete, with results	T790HQ\000217	IB 573		Ian Buchan	Ice Cream and Desserts	<input type="checkbox"/>
Sample complete, with results	T790HQ\000218	IB 574		Ian Buchan	Ice Cream and Desserts	<input type="checkbox"/>
Sample complete, with results	T790HQ\000219	IB 575		Ian Buchan	Ice Cream and Desserts	<input type="checkbox"/>
Sample complete, with results	T790HQ\000221	IB 576		Ian Buchan	Ice Cream and Desserts	<input type="checkbox"/>
Sample complete, with results	T790HQ\000222	IB 577		Ian Buchan	Ice Cream and Desserts	<input type="checkbox"/>
Sample complete, with results	T790HQ\000223	IB 578		Ian Buchan	Ice Cream and Desserts	<input type="checkbox"/>
Sample complete, with results	T790HQ\000224	IB 579		Ian Buchan	Ice Cream and Desserts	<input type="checkbox"/>

Results			Outcome		
Substance	Units	Result	Code	Group	Details

Brows samples grid status with prosecution field overview.

## Duplicate Sample

Select the desired sample to duplicate in the **Sample Browser** screen. Then click on the **Duplicate** button on the right hand side. This will create a duplicate and open the sample in view mode.

**Sample Details.: 1. Live**

**Food sample**

Admin Reason Description Additional COP **Micro**

General

Analysis Type: ☒ Micro ☐ Chemical National Ref: 824HQ01860000687

Sample Number:

Office: Headquarters

Sample Officer:

Sample Date: 24/04/2008 Time (24 hr): 16:35

Business ID: 1023/1597/4777

Premises Name: The BOT

Address 1: 666, ENTERPRISE SREET

Address 2: BALLOO Crexcent

Address 3: BATH

Address 4: Irvine

Post Code: Food Safety Risk Category:

Food Standards Risk Category:

Premises Type: Distributors/Transporters

Purchase Cost: £0.00

Save With Validation(F7)

Save Without Validating (F8)

Abandon And Close

Help (F1)

Close (F2)

>> (F10)

Click the **Edit Sample** button on the right hand side.

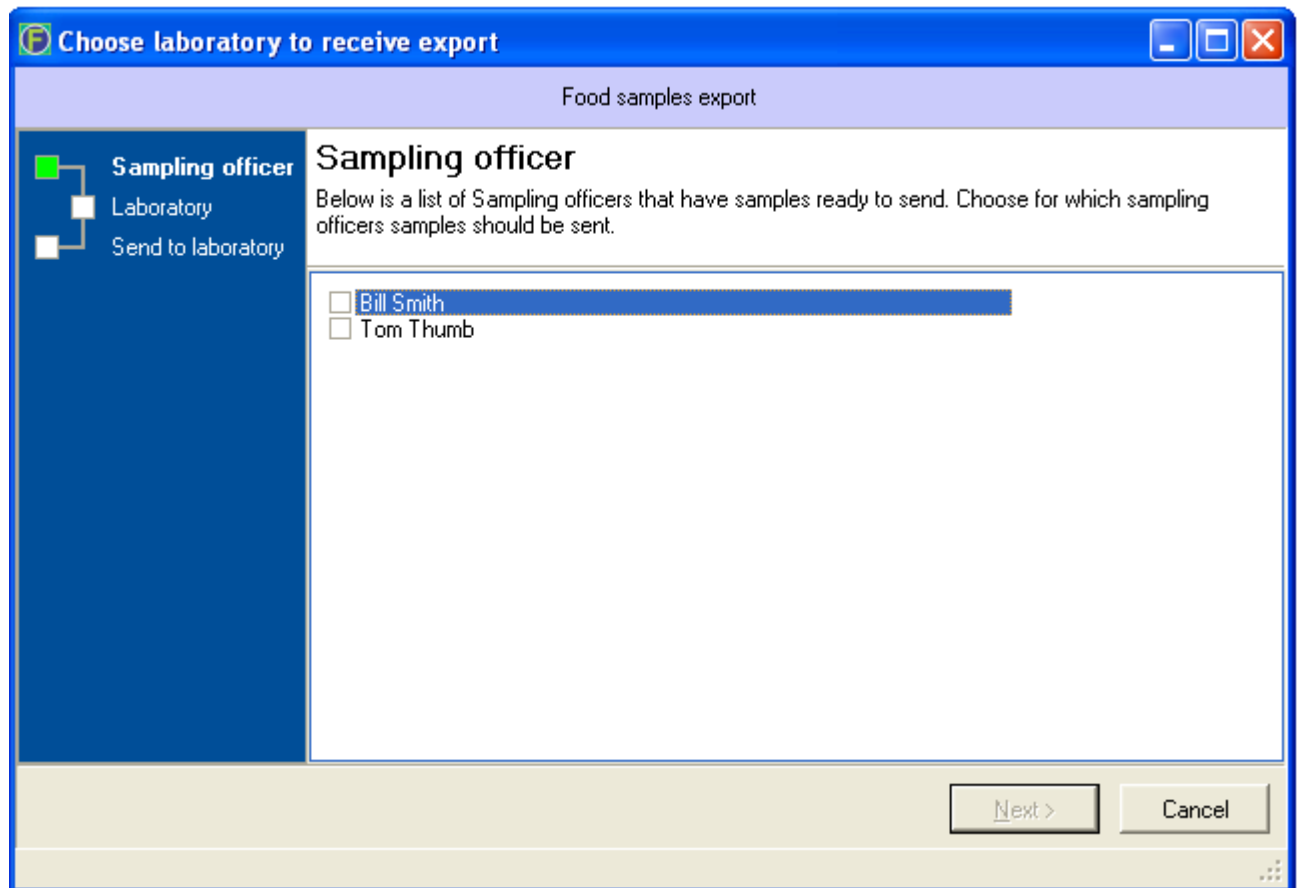
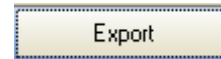
You can then click on the **Save with Validation** button or the **Save without Validation** button.

Note that some fields are greyed out in the duplication process and cannot be used in order to prevent errors.

By default the newest sample will appear at the top of the grid in the **Browse Complete Samples** screen.

## Export

Accessed by clicking on the **Browse Active Samples** button from the Main Screen and then clicking on the **Export** button on the right hand side.



Completed samples displayed as **Validated, awaiting export or blue in status** can be exported to the laboratory using this method.



Click on the **Export** button and then by selecting the Sampling Officer from the **Sampling Officers** shown you can then move on and select the Lab the sample is being sent to, as shown:-

**Choose laboratory to receive export**

Food samples export

**Laboratory**  
Now choose for which laboratory you wish to export samples.

☒ Royal Alexandra Hospital, Paisley (1 sample)  
☐ Public Analyst Lab, Dundee (0 samples)

And click send file -

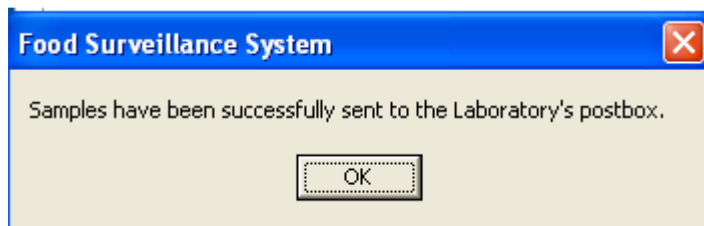
**Choose laboratory to receive export**

Food samples export

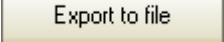
**Send to laboratory**  
Enter a comment or special instruction if required, then click the 'Send samples' button to transmit the samples to the designated lab.

Sender details...  
 Local authority: 999HQ Test Council  
 Office: Headquarters  
  
 Number of samples being sent: 2  
 Batch number: 120  
  
 Details of samples...  
 1. , Type = FOOD, Micro, MARIE ROSE SAUCE,  
 2. 824/c/0406, Type = FOOD, Chemical, FRUIT JUICE,

You will then get the following message saying the message has been successfully sent and you can be confident that the sample has been sent, if there is any problems please contact HPS.







Then click on the  button to complete the process.

To export the sample to file click on the **Export to file**  button on the right hand side. **(Please note this must only be used if you have a problem with your internet connection, if this is the case please contact HPS and your Laboratory for further advice)**

You will then be asked which location you wish to export the files to. Once you have saved them to the desired location, e.g. Desktop then you can attach to an email or other device and follow the procedure you have with your laboratory.

Once the files are exported they will change status and turn green in the **Sample**

**Browser** screen.

Status	Office code	Date sample taken	Time sample taken	Sample taken	Premises type
Officer : AINE MCCABE					
 Exported to Lab	824HQ	07/03/2007	13:40:36	07/03/2007 13:45:56	H
 Exported to Lab	824HQ	26/02/2007	15:53:54	26/02/2007 15:57:46	H
 Exported to Lab	824HQ	26/02/2007	14:52:00	26/02/2007 16:55:57	H
 Exported to Lab	824HQ	07/03/2007	13:46:20	07/03/2007 13:49:14	H

The files exported are encrypted for the purpose of data protection.

If you wish to view an encrypted file then you must use the Encrypted File Viewer





# Print

## Print Form - Example

Food Surveillance System Samples for examination		National ref: 824HQ0186000447																																																															
<b>Administrative details:</b>		Business ID: 16/0679/0041/0004																																																															
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%; vertical-align: top;">Sample No.: Premises Name: Address:</td><td style="width: 50%; vertical-align: top;">Food Authority: Sampling Officer: Analysis Type: <b>Micro</b> Date sample taken: 02/01/2008 Time: 14:28:25 Premises type: Provide appropriate FSA code (A to J): <b>H</b></td></tr></table>			Sample No.: Premises Name: Address:	Food Authority: Sampling Officer: Analysis Type: <b>Micro</b> Date sample taken: 02/01/2008 Time: 14:28:25 Premises type: Provide appropriate FSA code (A to J): <b>H</b>																																																													
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Conditions at securing sample:		Product temperature (°C): <b>0</b>																																																															
If Other:																																																																	
<b>Analysts comments:</b>																																																																	

# Print Report - Example

## Food Surveillance System Samples for examination

National ref:

### Administrative details:

Business ID: 10/0606/0073/0009

Sample No.:	Food Authority:
Premises Name:	Sampling Officer:
Address:	Analysis Type: <b>Chemical</b>
	Date sample taken: 30/03/2007
	Time: 12:42:55
	Premises type: Provide appropriate FSA code (A to J): <b>F</b>

### Reason for sample taken:

Enforcement/Investigative: <b>YES</b>	Surveillance/Monitoring: <b>YES</b>
Sample Type: <b>F, Formal</b>	
Follow up sample: <b>NO</b> If 'YES', Index Sample Number:	Was the sample taken as part of a survey? <b>NO</b> If yes, as part of the following survey: Relevant Survey Number:
Food sample taken as part of a food borne illness investigation: <b>NO</b> Further details: If 'YES', including relevant outbreak number:	

### Description of sample taken:

Brand name of food: <b>N/A</b>	Risk category (Food standard)
Description / true name of food: <b>APRICOT AND ALMOND CHUTNEY</b>	
Type of sample. <i>Provide appropriate FSA related information in the form of:</i>	
Nature of product: <b>Ready to eat</b>	FSA code: <b>M56</b>
Category: <b>Soups, Broths and Sauces</b>	FSA details: <b>Sauces and Condiments</b>
Sub-category: <b>Sauces and Condiments</b>	
Sub-category: <b>Pickles and Chutneys</b>	
Sub-category: <b>Chutneys</b>	Manufacturer: <b>OFF BEAT BOTTLING COMPANY</b>
Additional category information:	Distributor/supplier: <b>N/A</b>
	Importer (if appropriate): <b>N/A</b>
Packaging provided: <b>Prepacked for ultimate consumer</b>	
Packaging material: <b>Glass</b>	Quantity/Pack size: <b>1</b>
Batch or lot number:	Health mark:
Durability date: <b>Best before end :10/2007</b>	
Conditions at securing sample:	
If Other:	Product temperature (°C): <b>0</b>


### Analysts comments:

Whilst the level of sorbic acid preservative found was not excessive, this additive was not included in the list of ingredients given on the label.

### Laboratory results

Test substance	Units tested	Test result
Benzoic Acid	mg/kg	<10
Sorbic Acid	mg/kg	92
Sulphur Dioxide	mg/kg	<10
Outcome of analysis		
Analysis group	Code	Outcome
Labelling	D08	Ingredients list

## Print Label - Example

<b>Local authority</b>	
<b>Office</b>	
<b>Officer</b>	
<b>Food description</b>	APRICOT AND ALMOND CHUTNEY
<b>Sample number</b>	
<b>Nat. sample number</b>	 824HQ01860000147

From the **Browse Active Samples** screen forms can be printed as part completed or fully completed forms by selecting the **Print Form or Print Report** button on the right hand side of the **Browse Active Samples** screen.

The above label can be printed by selecting the **Print Label** button.

The label works on most smart label printers and has been tested on Smart Label Printer 420 (54mm Model)

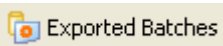
# Exported Samples

Accessed by clicking on the **Exported Samples** button from the Main Screen.

Status	Code	Local Authority Sample Number	Office code	Officer	Date sample taken	Time sample taken	Sample taken	Premises type
Exported to Lab	999HQ06020000298	qw	999HQ	Craig Wallace	12/02/2007	17:21:26	12/02/2007 17:23:36	E
Exported to Lab	999HQ06020000314	sd	999HQ	Craig Wallace	21/03/2007	11:59:37	21/03/2007 12:01:15	B
Exported to Lab	999HQ06020000320	qqqq	999HQ	craig craig cri	22/03/2007	12:12:24	22/03/2007 12:13:26	C
Exported to Lab	999HQ06020000315	rt	999HQ	craig craig cri	21/03/2007	12:10:11	21/03/2007 12:10:11	B

This screen shows all samples that have been exported to the lab .  
You can use the plus/minus box on the left hand side to show the sample details within an export batch.

## Re Export

To re-export a previously exported batch or file then click on the  button.

The following menu will appear:

Batch Id	Date exported	Time exported	Laboratory	Delivery method	Sample count
26	22/03/2007	14:39:44	Test Laboratory	Remote transfer	1
21	21/03/2007	12:11:18	Test Laboratory	Remote transfer	1
20	21/03/2007	12:01:41	Test Laboratory	Remote transfer	2
19	12/02/2007	17:23:55	Test Laboratory	Remote transfer	1
18	06/02/2007	10:15:26	Test Laboratory	Remote transfer	1

Status	Code	Officer	Local Authority Sample Number	Office code	Date sample
	999HQ06020000320	craig craig cri	qqqq	999HQ	22/03/2007

# Import Samples

Accessed by clicking on the **Import Samples** button from the **Main Screen**.

## Update from CFAD

Import completed samples from national database

Status: Offline

Last updated: 22/04/2008 10:06:0

testuser@testla.gov.uk

xxxxxxxx

Records Inserted: 0

Records Updated: 0

Records Deleted: 0

Records Processed: 0

Log in

Update

Close (F2)

Samples along with their laboratory results can be retrieved from the Central Food Administration Database (CFAD).

**It is essential the system CFAD server details (Page 50) have been applied prior to undertaking this operation.**

To download the sampling data click the **Log in** button on the right hand side.

## Logged In

This will change the status bar from yellow to green and state **Logged In** when the operation has been successful.

You should then click on the **Update** button on the right hand side to initiate the transfer of data to your computer.

The progress bars will incrementally turn red as the process nears completion and change the display from 0% to 100%

A number of records will be updated in the status area.

**Import completed samples from national database**

Logged In

Last updated: 22/04/2008 10:06:0

testuser@testla.gov.uk

XXXXXXXXXX

Records Inserted:	0
Records Updated:	0
Records Deleted:	0
Records Processed:	0

Log in

Update

Close (F2)

## Import Complete

When completed the status bar will state **Import Complete**.

The data is now stored in your computer and can be viewed by closing this screen and clicking **Browse Samples** from the Main Screen.

**Import completed samples from national database**

Import complete

Last updated: 01/05/2008 11:05:0

testuser@testla.gov.uk

XXXXXXXXXX

Records Inserted:	661
Records Updated:	104
Records Deleted:	0
Records Processed:	765

Log in

Update

Close (F2)

# Browse Samples

Accessed by clicking on the **Browse Samples** button from the **Main Screen**. And selecting the **Samples Complete with results** tab.

Food Surveillance System - Network System: : 1. Live - [Samples Browser]

FileReferenceSecurityHelp

New sampleBrowse SamplesSample TemplatesImport SamplesExported Batches

Food

Entered, to be validatedValidated, awaiting exportExported to LabSample complete, with resultsAll statuses

Sampling officer

✓ All

Start date

17/04/2000

Go...

Premises name

✓ All

End date

01/05/2008

	Status	Code	Local Authority Sample Number	Office code	Officer	Date sample taken	Time sample taken	Sample taken	Premises
	Sample complete, with results	T790HQN30000208	FDIN20CCD0506		Christine Dick	10/12/2005	10:03:00		G
	Sample complete, with results	T790HQN30000209	FDIN21CCD0506		Christine Dick	10/12/2005	10:16:00		G
	Sample complete, with results	T790HQN30000210	FDIN22CCD0506		Christine Dick	14/12/2005	10:34:00		G
	Sample complete, with results	T790HQN30000211	FDIN23CCD0506		Christine Dick	14/12/2005	10:58:00		G
	Sample complete, with results	T790HQN30000212	FDIN24CCD0506		Christine Dick	10/12/2005	11:09:00		G
	Sample complete, with results	T790HQN30000213	FDIN25CCD0506		Christine Dick	10/12/2005	11:13:00		G
	Sample complete, with results	T790HQN30000214	FDIN26CCD0506		Christine Dick	14/12/2005	11:24:00		G
	Sample complete, with results	T790HQN30000215	FDIN27CCD0506		Christine Dick	14/12/2005	11:32:00		G
	Sample complete, with results	T790HQN30000216	FDIN28CCD0506		Christine Dick	01/12/2005	11:37:00		G
Officer: Craig Wallace									
	Sample complete, with results	999HQV001000632	TEST		Craig Wallace	04/07/2007	00:00:00		A
Officer: Gordon Mason - 01786 432084									
	Sample complete, with results	T790HQN30000203	SGGMEHFC10506M		Gordon Maso	07/12/2005	09:45:00		H
	Sample complete, with results	T790HQN30000204	SGGMEHFC20506M		Gordon Maso	07/12/2005	09:47:00		H
	Sample complete, with results	T790HQN30000205	SGGMEHFC30506		Gordon Maso	07/12/2005	09:50:00		H
Officer: Ian Buchan - 01786 432262									
	Sample complete, with results	T790HQV000167	IB545		Ian Buchan -	29/09/2005	13:00:00		G
	Sample complete, with results	T790HQV000168	IB546		Ian Buchan -	29/09/2005	13:00:00		G
	Sample complete, with results	T790HQV000188	IB 566		Ian Buchan -	23/11/2005	11:30:00		C
	Sample complete, with results	T790HQV000189	IB 567		Ian Buchan -	23/11/2005	12:05:00		C
	Sample complete, with results	T790HQV000190	IB 568		Ian Buchan -	23/11/2005	15:10:00		G
	Sample complete, with results	T790HQV000191	IB 569		Ian Buchan -	23/11/2005	15:45:00		C
	Sample complete, with results	T790HQV000192	IB 570		Ian Buchan -	24/11/2005	09:40:00		H

Results

Substance	Units	Result	Code	Group	Details
<No data to display>					

This screen shows all your sampling data along with laboratory results.

## Querying the database

Using the **Browse Complete Samples** you can look at your samples complete with the laboratory results and the Analysts comments.

## Sorting Data

To begin sorting data click on the relevant heading. A small upwards arrow will appear on the right hand side of the heading. This indicates an ascending sort. Click again and the arrow will point downwards indication a descending sort.

Example: Data sorted in alphabetical name order

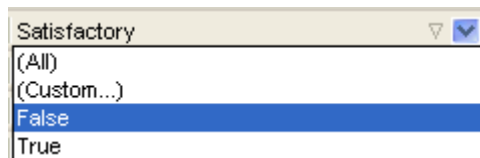
Officer	
---------	--

## Filtering Data

If you want to look at a subset of the data you can restrict the records you see by selecting only certain data.

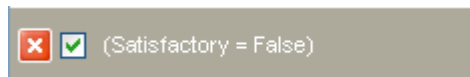
To apply click on the drop down button for a heading and select the value you want to filter on.

Example: Data filtered for unsatisfactory samples



Your current filter will be shown in the bottom left of the **Complete Sample Browser** screen.

Example: Data filtered for unsatisfactory samples



To remove your filter click on the red cancel button and the filter will disappear.



## Grouping Data

You can group data by selecting a heading and dragging it into the area directly above the current headings. To ungroup data drag the heading back to its previous location.

You can also select which headings are visible by selecting each heading in the drop down menu below.

Example: Data grouped according to Premise Type.

The image displays a software interface for data management, specifically focusing on grouping and filtering data. It includes several components:

- Grouping Menu:** A dropdown menu titled "Premises type" is shown, listing options: (All), (Custom...), C, G, H, and J. The "C" option is currently selected.
- Filtering Menu:** A list of checkboxes for various data fields is shown, including: Sub category 2, Sub category 3, Product (checked), Manufacturer, Distributor, Importer, Country, Packaging, Testling lab (checked), Satisfactory (checked), Analysis, Lab comments, Comments, and Analysis type (checked).
- Main Data Table:** A table with columns for Status, Code, Local Authority Sample Number, Office code, Officer, Date sample taken, Time sample taken, Sample taken, and Premise type. The "Premise type" column is currently grouped under the "Code" column.
- Filtering Bar:** A horizontal bar at the bottom of the table allows for filtering data based on the selected criteria.
- Officer Information:** A section labeled "Officer: Bill Smith" is visible at the bottom of the interface.

# Full Details

In this screen you can view all the details for a particular sample by clicking on the All statuses tab

Food Surveillance System - Network System: : 1. Live - [Samples Browser]

File Reference Security Help

New sample Browse Samples Sample Templates Import Samples Exported Batches

Food

Entered, to be validated Validated, awaiting export Exported to Lab Sample complete, with result All statuses

Sampling officer Christine Dick - 01786 432187 All Start date 17/04/2000 Go...

Premises name All End date 01/05/2008

Status	Code	Local Authority Sample Number	Office code	Officer	Date sample taken	Time sample taken	Sample taken	Premises type
Officer -								
Entered, to be validated	999HQ12060000012		999HQ		29/04/2008	11:41:29	29/04/2008 11:41:31	
Entered, to be validated	999HQ12060000013		999HQ		29/04/2008	13:46:05	29/04/2008 13:46:05	
Entered, to be validated	999HQ12060000014		999HQ		29/04/2008	13:46:10	29/04/2008 13:46:10	
Entered, to be validated	999HQ12060000015		999HQ		29/04/2008	13:46:16	29/04/2008 13:46:18	
Officer - II								
Sample complete, with results	T790HQV000014	IB551		II	27/10/2005	14:49:00		J
Officer - Christine Dick - 01786 432187								
Officer - Craig Wallace								
Sample complete, with results	999HQV010000632	TEST		Craig Wallace	04/07/2007	00:00:00		A
Officer - Gordon Mason - 01786 432084								
Sample complete, with results	T790HQN30000203	SGGMEHFC10506M		Gordon Maso	07/12/2005	09:45:00		H
Sample complete, with results	T790HQN30000204	SGGMEHFC20506M		Gordon Maso	07/12/2005	09:47:00		H
Sample complete, with results	T790HQN30000205	SGGMEHFC30506		Gordon Maso	07/12/2005	09:50:00		H
Officer - Ian Buchan - 01786 432262								
Officer - Joe Bloggs								
Sample complete, with results	999HQ0108000023	CLIENTSREF 22222		Joe Bloggs	16/05/2006	18:19:00		H
Officer - Mark Norfolk								
Sample complete, with results	999HQV010000315	MEN/HERRING/1		Mark Norfolk	22/02/2007	13:35:00		G
Sample complete, with results	999wKADV010000317	MEN/C&W/22/02/0		Mark Norfolk	22/02/2007	12:16:00		C
Sample complete, with results	999wKADV010000318	MEN/C&W/22/02/0		Mark Norfolk	22/02/2007	12:20:00		C
Officer - Michael Kibaris - 01786432071/								
Officer - Terry McDougall - 01786 432172								
Officer - sd								
Exported to Lab	999HQ12060000003	ff	999HQ	sd	14/04/2008	16:04:22	14/04/2008 16:05:04	A
Exported to Lab	999HQ12060000006		999HQ	sd	18/04/2008	14:53:03	18/04/2008 14:53:44	A

You can use the plus/minus box

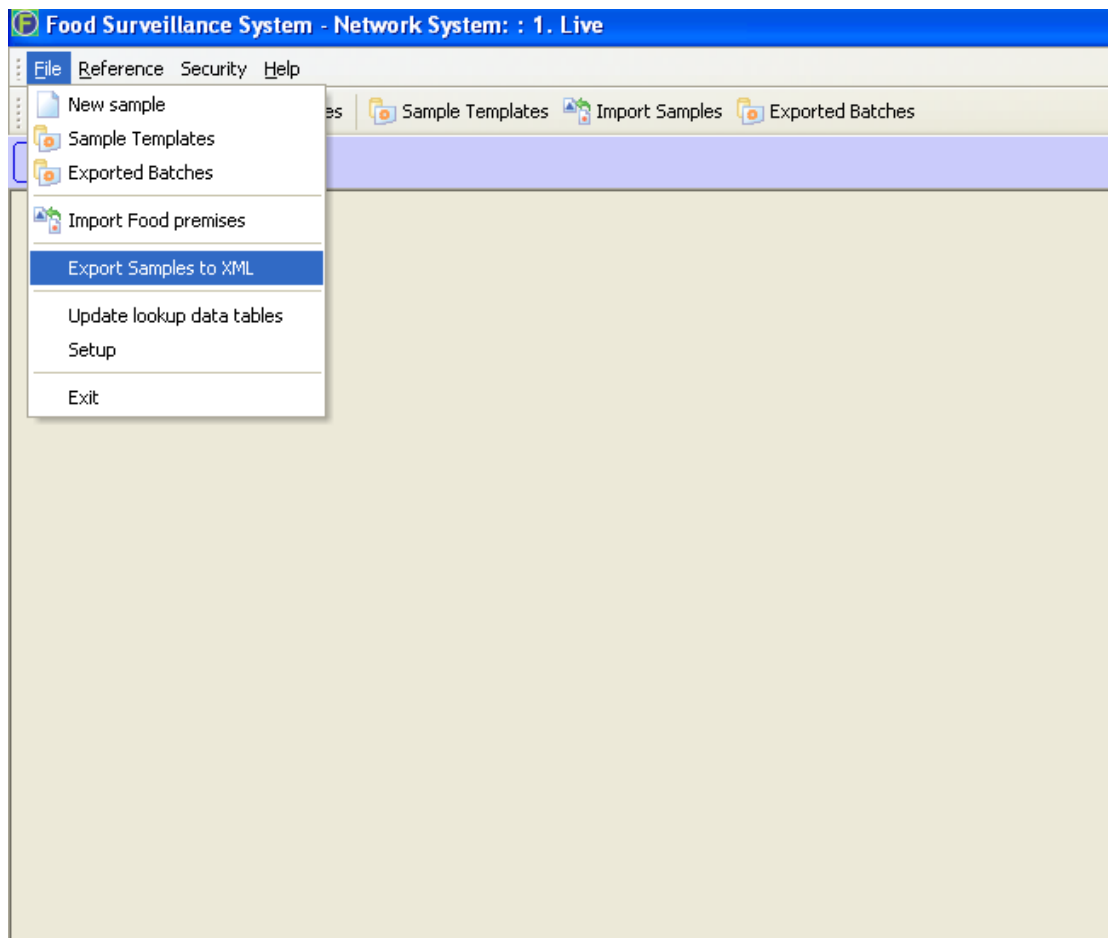
to expand or contract relevant sections.

## Export to XML

The **Export Samples to XML** option is available to **Administrators** and is provided under the **File** menu.

This option will allow FSS to interface with other programs, particularly local authority management systems.

XML files can be interfaced with a wide variety of programs or the data can be transformed to a different file type if needed.



Once the laboratory results data has been download via the Internet then the Sample and Result data can be exported from FSS to an XML file.

By clicking on the **Export Samples to XML** button, a file dialog box will ask where to save the file.

Once the file location has been decided the progress bar will process all the samples, turning red, up to 100%.

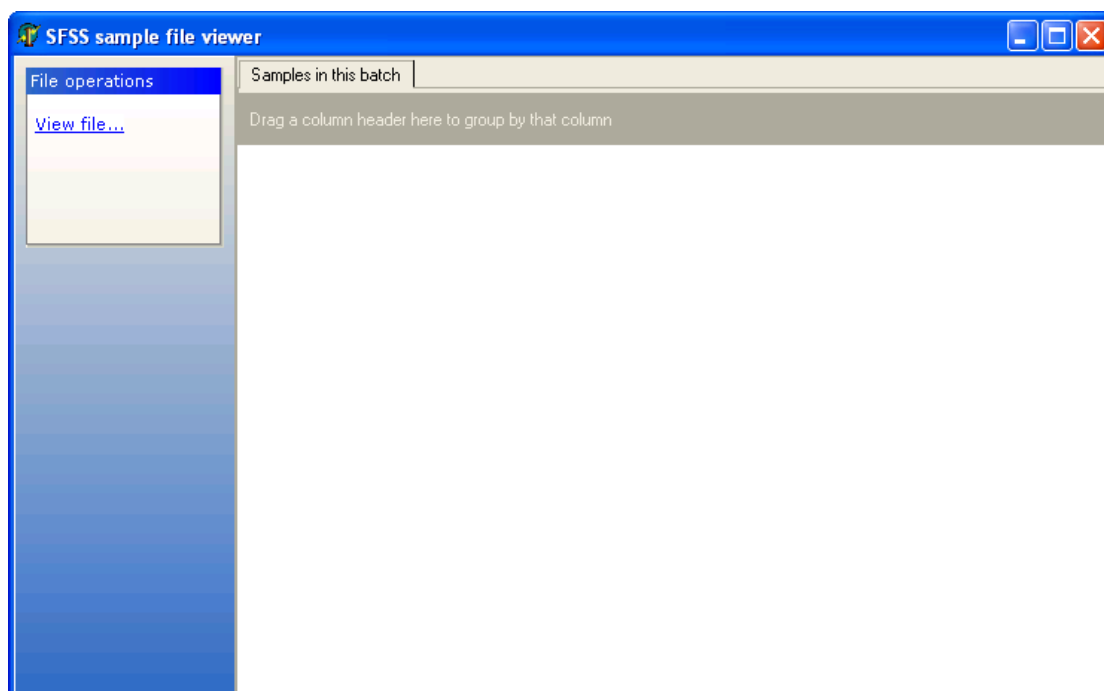


The exported XML file will now be created as requested.

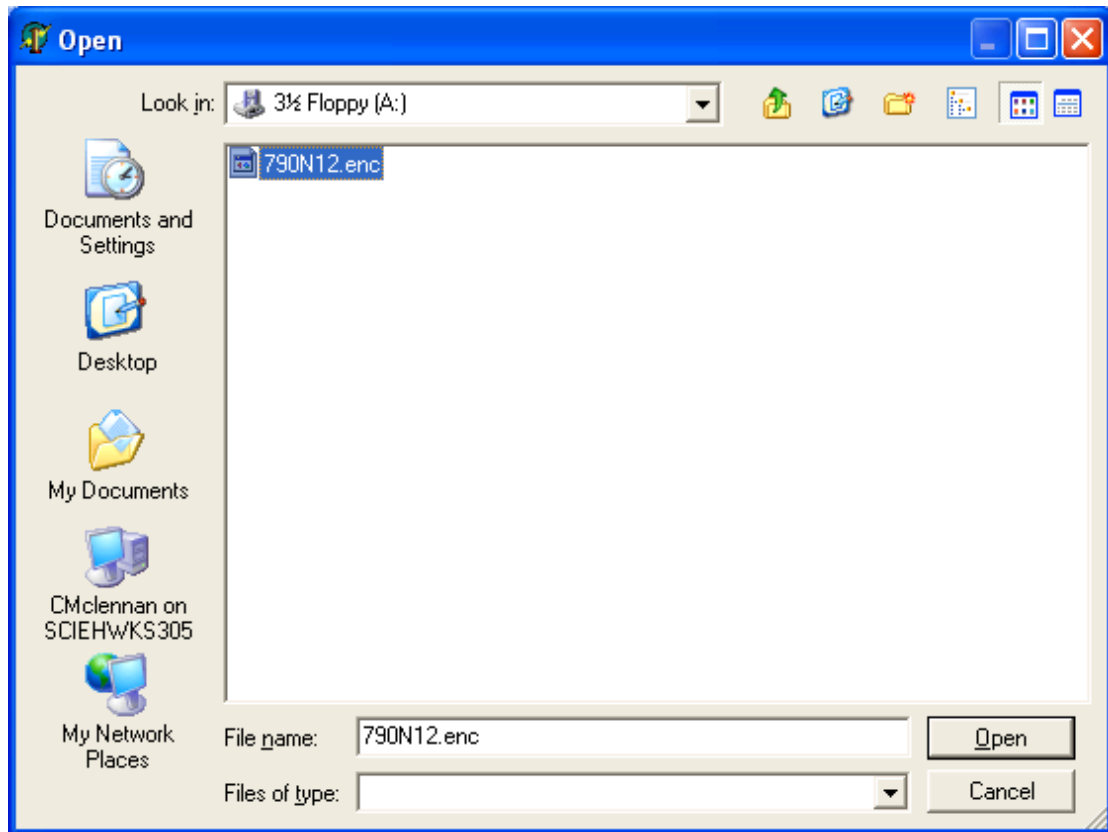
The only samples that have been added or have changed since last export option can be ticked if you wish to, as the option says, only export samples that have changed since the last export, if you wish to export all leave un ticked.

## Encrypted File Viewer

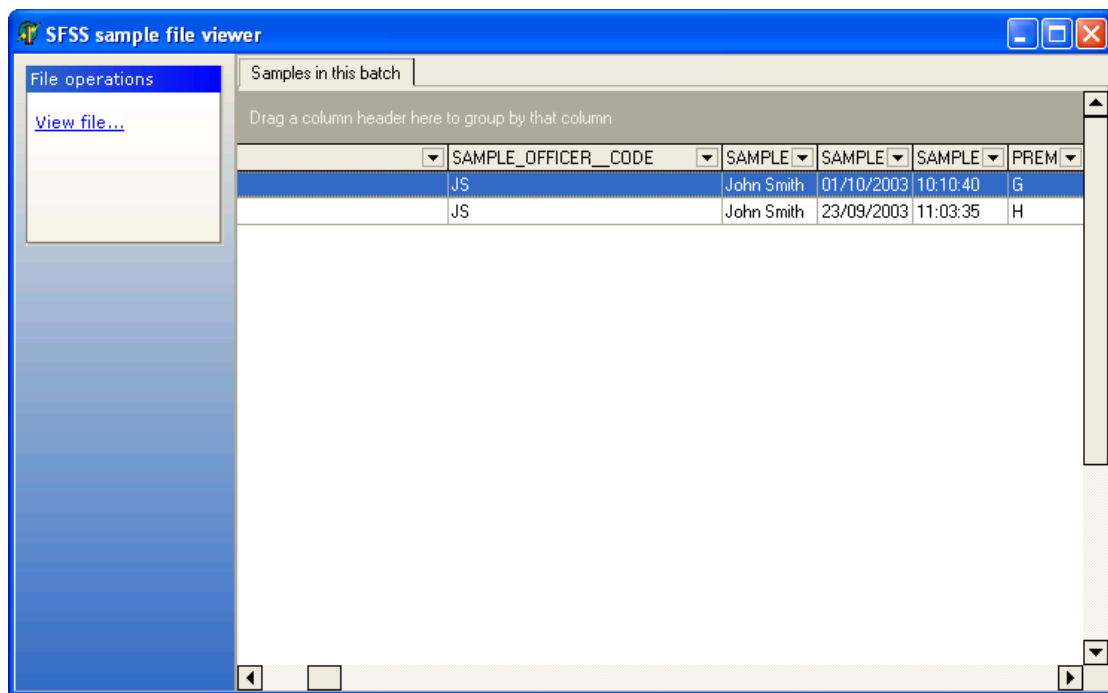
This program facilitates the viewing of previously exported encrypted files. To run this program, select **FSS Network** then **Encrypted File Viewer** from your start menu.



Click on the **View File** button at the top left hand corner and select your file.



You can then view the data in your selected file.

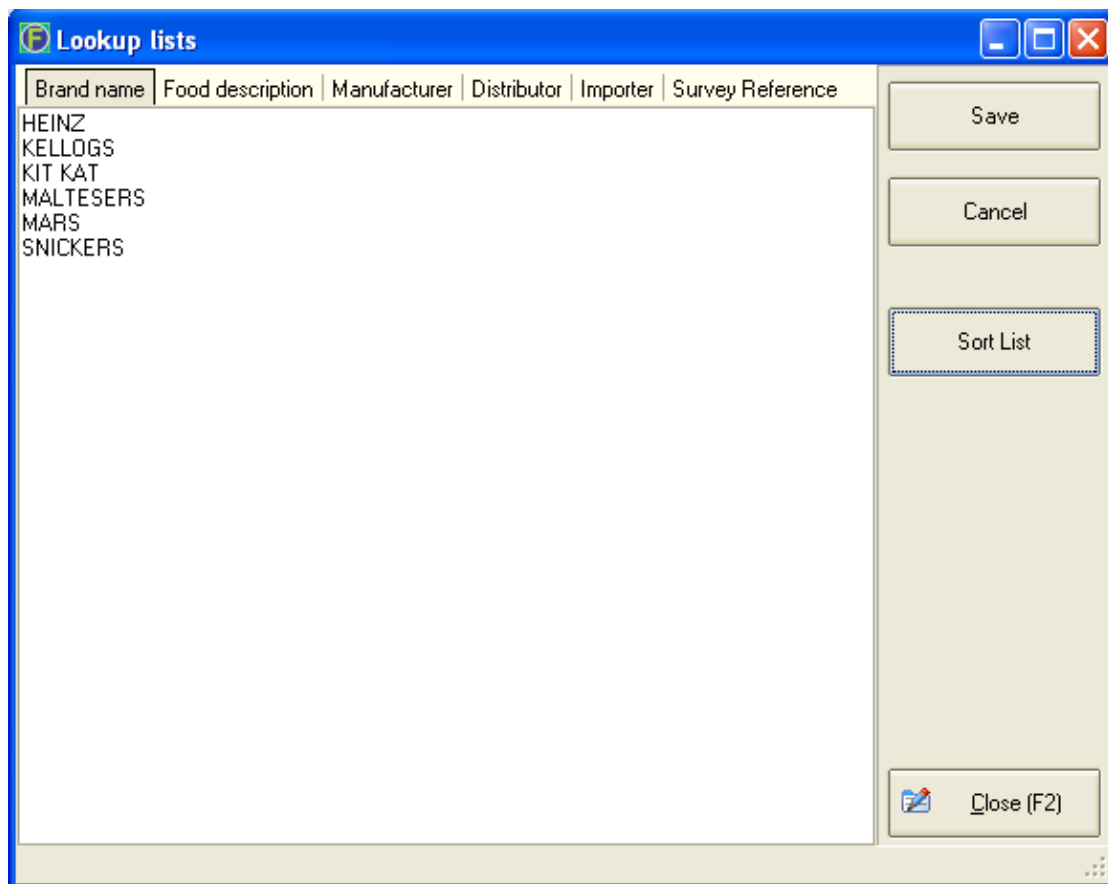


## APPENDIX A: DEFINITIONS

### Brand name of food

E.g. Kellogg's, Heinz

This can be setup in the Optional Look up Lists area in the Reference drop down menu. This is a free text area and an example is shown below. Once saved the options will appear in the Brand Name drop down menu.

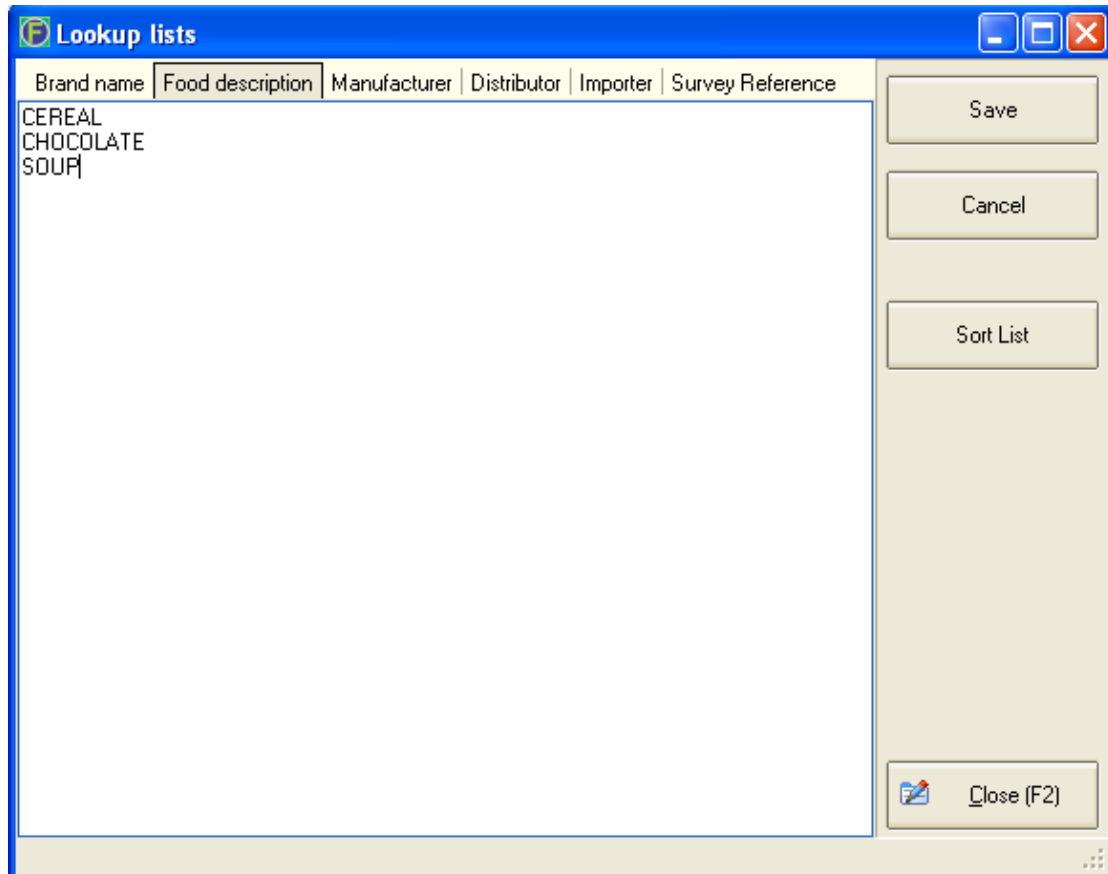


The screenshot shows a software window titled "Lookup lists" with a blue title bar. Inside, there is a tabbed interface with five tabs: "Brand name", "Food description", "Manufacturer", "Distributor", and "Survey Reference". The "Brand name" tab is currently selected. Below the tabs is a large text area containing a list of brand names: HEINZ, KELLOGS, KIT KAT, MALTESERS, MARS, and SNICKERS. To the right of the text area are three buttons: "Save", "Cancel", and "Sort List". At the bottom right of the window is a "Close (F2)" button with a small icon. The window has standard Windows-style window controls (minimize, maximize, close) in the top right corner.

## Food description

Where there is a name laid down by law this must be used.

If not, a customary name may be used. If there is no customary name or it is not used, a descriptive name must be used. This can also be setup in the Optional Look up List are in the Reference drop down menu. This is a free text area and an example is shown below. Once saved the options will appear in the Food description drop down menu.



The screenshot shows a software window titled "Lookup lists" with a blue title bar. Inside, there are five tabs: "Brand name", "Food description", "Manufacturer", "Distributor", and "Importer", with "Food description" being the active tab. Below the tabs is a large text area containing the words "CEREAL", "CHOCOLATE", and "SOUP" stacked vertically. To the right of the text area are four buttons: "Save", "Cancel", "Sort List", and "Close (F2)". The "Close (F2)" button has a small icon of a window with a red X. The window has standard Windows-style window controls (minimize, maximize, close) in the top right corner.

## Nature of Product

**The definitions provided reflect current food labelling regulations.**

### Raw

These are foods that are not "Ready-to-eat" and which have not been processed in a manner that is likely to have altered their original microbiological contamination levels.

Such food would include raw red meat, poultry meat and raw fish, whether or not they have been diced, cut or filleted. It would also include root vegetables and shellfish that have not been processed and are not consumed raw.

In Scotland, it also includes raw milk.



## Processed

These are foods that are not “Ready- to-eat” but have been treated or modified in a manner that is likely to have altered their original raw state with respect to microbiological contamination levels.

Such processes would include:

- Preservation (such as smoking, curing, pickling, marinating, freezing),
- Heat processing (such as par-cooking)
- Flash frying
- Thermising

This category also includes convenience foods and microwave meals that require re-heating. Foods such as vegetables that are subjected to processes such as peeling and blanching are also included.

## Ready to eat

These are foods that are ready for consumption without further treatment or processing.

This definition covers both unwrapped and pre-wrapped ready-to-eat foods and is intended to apply whether the ready-to-eat food may be consumed hot or cold. The expression “further treatment or processing” is not intended to include food preparation activities such as light washing, slicing, chopping, portioning, marinating or preservation carried out by the consumer by way of preference to an otherwise ready-to-eat item.

Examples of ready-to-eat items include: cooked meats, cooked meat products and preparations such as pies and sausage rolls, cooked/roast chickens, sandwiches and filled rolls, dairy products such as milk and cheese, fruit, pre-washed/topped and tailed vegetables, prepared vegetable salads, whole vegetable items such as tomatoes and or cucumbers, quiches, scotch eggs, savoury pies, ready-to-eat and tinned ready-to-eat fish and fish products such as salmon, tuna or sardines, preserves and jams, condiments, bread, confectionery and biscuits.

Certain foods such as black puddings (either bought in or manufactured on site) may be ready-to-eat or require further cooking before consumption. It remains for the proprietor of the food business to assess the status of such foods and to display them in the appropriate manner. To ensure that the purchaser is provided with appropriate information, it is recommended that the retailer indicate whether the product needs to be fully cooked prior to consumption.

Steak pies may be considered ready-to-eat or require further cooking prior to consumption. Steak pies that have been fired off should be considered ready-to-eat while those with raw pastry should be considered as a raw product and should be displayed in the appropriate manner. To ensure that the purchaser is provided with appropriate information, it is recommended that the retailer indicate that the product needs to be fully cooked prior to consumption.

## Swab

For completeness, swabs can be recorded within the Food Surveillance System. If **SWAB** is selected under **Nature of Product** the **Category**, **SubCategory**, **Packaging** & **Durability** fields are automatically completed.

## APPENDIX B: Packaging Guidance

### Packaging - Labelling

#### Not prepacked

If the Product is Not Prepacked and the Not Prepacked option is chosen from the drop down list then the **Labelling** button becomes active. The Labelling details box now appears where additional details can be filled in (See Below)

**Labelling details**

Meat content ☐ Yes ☐ No

Preservatives ☐ Yes ☐ No

Other additives ☐ Yes ☐ No  Choose...

Added water ☐ Yes ☐ No

Allergen notice ☐ Yes ☐ No  Choose...

Suitable for vegetarians

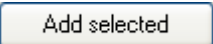

Other declarations (including if the product was previously frozen) ☐ Yes ☐ No

View Label Save Close

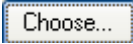
**Meat Content** – Yes or No is selected and details to be filled in.

**Preservatives** – Yes or No is selected and details to be filled in.

**Other additives** – Yes or No is selected and details can be built up by clicking on the **Choose...** button, the other additives option builder appears (see below)

Once the **Other additives** option builder appears you can select each additive by clicking the box to the left of it with the mouse, once all selections have been made click the  button then chose the  button. Your selections will now appear in the Labelling details box in the **Other additives** area.

**Added water** - Yes or No is selected and details to be filled in.

**Allergen notice** – Yes or No is selected and details can be built up by clicking on the  button, the Allergen notice option builder appears (see below)

Once the **Allergen notice** option builder appears you can select each allergen by clicking the box to the left of it with the mouse, once all selections have been made click the **Add selected** button then chose the **Save** button. Your selections will now appear in the Labelling details box in the **Allergen notice** area.

## Prepacked for direct sale

As with Not prepacked the **Labelling** button again becomes active and the choices detailed in Not prepacked also apply to Prepacked for direct sale.

- a) Food (other than flour confectionery, bread, edible ices and cow's milk) that is pre-packed by a retailer for sale by him on the premises where the food is packed or from a vehicle or stall used by him.
- b) Flour confectionery, bread and edible ices that are pre-packed by a retailer for sale as in sub-paragraph a) of this definition, or pre-packed by the producer of

the food for sale by him either on the premises where the food is produced or on other premises from which he conducts business under the same name as the business conducted on the premises where the food is produced.

- c) Cow's milk that is put into containers on the premises where the milk is produced by the person owning or having control of the herd from which the milk is produced for sale by him on those premises or from a vehicle or stall used by him.

**Prepacked for ultimate consumer  
(TO THE ULTIMATE CONSUMER OR CATERING ESTABLISHMENT)**

Food that is put into packaging before being offered for sale in such a way that –

Food, whether wholly or only partly enclosed, cannot be altered without opening or changing the packaging and is ready for sale to the ultimate consumer or to a catering establishment, and includes a food which is wholly enclosed in packaging before being offered for sale and which is intended to be cooked without opening the packaging and which is ready for sale to the ultimate consumer or to a catering establishment

This does not include foods such as individually wrapped sweets or chocolates which are not enclosed in any further packaging and which are not intended for sale as individual items.

## **APPENDIX C: HPS CONTACTS**

### **HPS System Administrator**

If you have any questions regarding the project please contact:

Lorna Dryburgh  
Systems Administrator  
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Tel 0141 300 1411

### **HPS Environmental Health Consultants**

If you have any questions or comments relating to the FSS, please contact:

Rod House  
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OR

Lynn Cree  
(Adviser in Environmental Health)  
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### **Postal Address**

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## Version Changes

### Version 5

- Enhanced Colour Legend for sample status differentiation
- Option to Re Export batches
- Option to check batch information
- You can now filter on “Analysis Type”
- Enhanced built in help links
- Enhanced built in user guidance
- Enhanced built in context sensitive help
- Prosecution functionality
- Enhanced Print Form, Label and Report functionality